

Project Engineer

Consolidated Contracting is a relationship based, commercial construction general contractor that is striving to be a company whose integrity impacts the industry at large. And, we are looking for people of integrity that are also professional builders, relationship-driven, and have proven leadership, to join our Consolidated family and team.

Essential Duties and Responsibilities include but are not limited to the following:

Provide the Project Team with leadership in the following areas:

- RFI's –
 - Prioritize, submit and distribute RFI's in a timely fashion.
 - Regularly review Procore for overdue RFI's and respond appropriately.
 - Ensure RFI is written correctly for desired response.
 - Ensure all impacted subcontractors are notified within 1 business day.
 - Create Change Events in Procore as needed to document potential changes in scope, budget, or schedule.
- Submittals –
 - Establish submittal priorities based on the construction schedule and ensure no schedule delays due to material procurement.
 - Review submittals for accuracy before sending to design team and ensure no "rejected" or "revise and resubmit" responses due to incorrect submittals.
 - Process submittals through Procore with appropriate deadlines to the design team for review.
 - Distribute submittal responses to relevant subcontractors for coordination and ensure no schedule delays or rework due to subcontractors missing information.
- Document Control –
 - Regularly review Procore drawing log to ensure current plans are in Procore, Sharefile, shared network drives, and on-site and also ensure relevant parties have access to current plans.
 - Coordinate with job site superintendent to ensure permit plans are organized and easily accessible for on-site review and inspections.
 - Manage project specific documentation requirements such as subcontractor business licenses, Title 24, Cal Green, LEED, etc.
 - Closeout: Closeout documentation prepared in a timely manner with no financial impact due to delays.
- Project Meetings (OAC) –
 - Prepare meeting files to include the agenda, two week look ahead schedule, RFI log, Submittal log, etc.
 - Record accurate meeting minutes and distribute within time-sensitive fashion.
 - Regularly review Procore for overdue meetings.
- Financials –
 - Purchase Orders – Prepare and process any Purchase Orders on the project with attention to detail regarding long lead time items.

- Check Requests – Prepare and process check requests for deposits on Purchase Orders or any other check requests required by the Project Team.
- Subcontractor Billings – Understand and be able to perform monthly, subcontractor billing procedure.
- Support –
 - Support the project leader and superintendent as needed.
 - Support the design team as needed.
 - Support the client as needed.
 - Support the accounting/finance department as needed.
 - Provide information and support to subcontractors as needed.

Supervisory Responsibilities:

- This position does not have supervisory responsibilities.

Education and/or Experience:

- Bachelor's degree (BA/BS) from four-year college or university; degree in Construction Management (preferred), Civil Engineering or Architecture (2.5 years related work experience is acceptable for every year of college).
- Or equivalent combination of education and experience.
- Procore experience (preferred) or similar construction project management software experience.
- OSHA 10 and/or 30 training (preferred)

Skills/Qualities:

- Ability to effectively communicate with project team, subcontractors, and owner/architect.
- Ability to read, interpret and understand plans, specifications, construction cost data and other contract documents to identify any errors, omissions, code violations and design inadequacies.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to organize, plan and manage multiple activities to accomplish desired results.
- Ability to multi-task and work with minimal supervision.
- Ability to maintain constant focus on meeting/exceeding requirements and expectations.
- Strong technical aptitude and analytical skill.

Job Offer:

- Competitive compensation dependent upon experience
- Bonus potential based on division and company performance
- Health benefits (medical, dental, vision)
- Vacation and paid holidays
- Company 401K with established percentage match
- Distinguished company culture and work environment
- Strong opportunity for career growth and upward mobility