



## About the job

The project engineer assists with overall Project Manager in project planning and scheduling, resource allocation, product submittals and request for information ensuring compliance with construction document and contract compliance. The project engineer responsibilities span a broad spectrum, covering areas such as: Product Submittals, Project Schedule, Request for Information, Invoices, Subcontractor Billings, Daily Reports, as Built Drawings and Safety Management.

### Responsibilities And Duties

- Create, maintain and administer project documentation such as record documents, requests for information, submittals, etc.
- May help to create and update the Master project schedule and review look-ahead schedules created by the superintendents.
- Support the field supervisors and field activities. Assist with project closeout for each specific project along with confirming compliance with all specifications.
- Review submittals for accuracy, conformance to project specifications, coordination with related trades and constructability.
- Creating and maintaining a culture that values safety, health and cleanliness.
- Managing and coordinating product documentation to ensure that it is in accordance with the standard-of-care set forth in the contract documents and manufacturers requirements and that is viewed by industry as an effort that is consistent with best-practices standards.
- Manage and look-ahead no less than five weeks to proactively identifying issues that could lead to problems and facilitate solutions.
- Ensuring all aspects of the projects are compliant with all contract terms and legal requirements that govern the project and the community in which the project(s) takes place.
- Managing changes in project scope and implementing document controls to ensure that the most recent documents are being used at all times to prevent avoidable rework.
- Managing the punch list and project closeout process to assure timely completion.
- Facilitate coordinate and scheduling with supporting work groups, such as the clients internal IS department, vendors, security, etc.
- Complete project cost proposals, review estimates, assist in creating proposals, participate in negotiations, etc.



- Other duties may be assigned as need to support the goals of the company.

### **Minimum Qualifications**

- A degree/ or the process of receiving a degree in Construction Management, Architectural, Engineering or related field
- 1+ year experience in construction industry
- A demonstrated understanding of construction means and methods, terminology, and some standard practices
- Proficiency/familiarity with MS Office, Excel spreadsheets, Procore and other related software required to create required documentation. The ability to learn to use Primavera P6, Procore and similar software is also beneficial

### **Benefits And Perks**

Barnhart Reese Construction offers a competitive benefits package to full time employees including:

100% paid medical, dental, and life insurance for full time employee

- Paid vacation
- Paid holidays
- Paid sick time (1 week)
- Continuous training and education opportunities
- Opportunities for advancement