



Requirements: Construction Project Engineer

❖ *Introduction*

- In this role, you'll coordinate concrete construction projects and work to safely turn plans into finished projects – from start to finish. You'll use project management skills to organize information, estimate timelines, anticipate and minimize risks and maintain budgets. You'll effectively communicate with all parties on the project. You must be a self-starter with a strong work ethic and a willingness to take initiative.

Rate of Pay

- \$60K+/year depending on experience. Potential for career advancement based on your contributions and ambition.

❖ *Project Engineer/Duties*

- Act as a role model and leader; represent Custom Concrete in a professional manner at all times.
- Follow construction projects from start to finish.
- Manage all project documentation and records, including inspection documentation.
- Maintain an understanding of building codes and regulations.
- Assist in preparing bid packages.
- Help secure project permitting, work through the permit application process.
- Understand project plans; organize and distribute plans as needed, answer questions about plans from field personnel.
- Initiate, prepare, review, track and distribute RFI's.
- Work with others to develop, distribute and maintain project schedules.
- Track & inspect material deliveries.
- Be the point of contact for general contractors, and our vendors and subcontractors; turn in submittals and process for approval.
- Coordinate change orders – creating, negotiating and tracking.
- Participate and document project coordination meetings; distributes meeting minutes as necessary.
- Coordinate and distribute site safety documentation.
- Coordinate project closeouts.
- Assist in coding and approving of project related invoices from subs and/or suppliers; help accountant with monthly subcontractor billings.
- Attends project and team meetings.
- Other duties as assigned.

❖ **Reporting Relationship**

- The construction project engineer will report directly to the project manager and Custom Concrete Contracting's owner.

- Position Requirements
- **Education**
 - High School diploma or equivalent.
 - Bachelor's degree in construction management desired.

- **Skills and Experience**
 - Minimum two years construction project engineering experience.
 - Working knowledge of Procore construction management software.
 - Strong negotiating skills.
 - Understand financial statements, job costing, basic accounting practices.
 - Interpersonal skills: able to work with customers, subcontractors, co-workers and regulatory representatives in a way that builds strong relationships.

- **Licenses/Certifications**
 - Valid driver's license and a good driving record.
 - First aid certification preferred.

- **Duties & Responsibilities**
 - Abide by Confirmed Operating Guidelines (COG's) provided at hire.

- **Working Environment**
 - Required: This person will work in an office setting and also on job sites that can be hot in the summer and cold in the winter, hazardous, noisy and dusty. Some outside efforts may entail working in rain, sleet and snow.

❖ **Measurements of Performance**

- The construction project engineer shall be deemed to be performing in a satisfactory manner when the following has been met or exceeded:
 - Arrives promptly and begins working productively throughout each scheduled workday.
 - Demonstrates an open, cooperative and constructive attitude. Works as a team player-- providing support to and cooperating with others in a positive, honest and forthright way.
 - Demonstrates leadership qualities; builds a culture of teamwork.
 - Demonstrates motivation, flexibility and the ability to change gears quickly (with a sense of urgency when necessary).
 - Works without distraction (i.e., limiting personal cellphone usage during working hours).
 - Performs tasks in a safe manner. Ensures jobsites are organized and clean; uses Personal Protective Equipment (PPE) as required.
 - All job related incidents and accidents have been reported to Custom Contracting's owner immediately.
 - Tools and equipment are operated within reasonable tolerances.
 - Tools and equipment are kept clean, maintained and placed in the appropriate places. Trucks are kept clean and maintained.
 - Learn the basic responsibilities of this position within 30 days.

❖ **Acknowledgements**

- This job description is intended to serve as a listing of the requirements for the position and the responsibilities and duties to be performed. This job description in no way implies a contractual agreement between the signer and the company. Management retains the right to change any portion of this job description at any time.
- I have reviewed and understand the above job descriptions and believe it to be accurate and complete. I also agree that management retains the right to change this job description at any time.

Employee Signature: _____ **Date:** _____

Company Representative: _____ **Date:** _____

You can join our team of concrete finishing pros! If you have a strong work ethic and a can-do attitude, please download and print CCC's employment application and email or mail it (with a resume) to:

Custom Concrete Contracting
Attention: Human Resources
P.O. Box 31775
Bellingham, WA 98228
Email: careers@customconcrete.biz