

Creative Builders Inc.

POSITION DESCRIPTION

DIVISION: Creative Builders Inc.
LOCATION: Greenville, SC
POSITION TITLE: Project Engineer
STATUS: Exempt, Salaried
REPORTS TO: Superintendent, Project Manager, CEO and COO

POSITION PURPOSE

A project engineer is a person that helps with the pre-construction, execution, and close out of a construction project according to the company's objectives and goals.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Project Scheduling.
 2. Material Take-Offs
 3. Customer Service to Owners, Architects, Inspectors, etc.
 4. Managing project related paperwork including but not limited to change orders, purchase orders, RFI's, Submittals, Transmittals, specs, etc.
 5. Assist project manager in reviewing shop drawings
 6. Maintain Current cost reporting and project information logs
 7. Assist with project punch list and project closeouts
 8. Meetings with superintendents
 9. Contract Documents
 10. Assist Project Manager in selection of subcontractors and all documents for subcontractors
 11. Preparation of reviews and estimates
 12. Secure required permits/utilities for projects.
 13. Ensure compliance with corporate policies and federal/state laws
 14. Knowledge of OSHA rules and regulations.
 15. Ensure Safety Guidelines are followed at job sites.
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QUALIFICATIONS

EDUCATION: Bachelor's degree construction science or management or related field.

EXPERIENCE: 1 year of experience in a project engineer role in commercial construction and/or multifamily projects.
Possess working knowledge of local and federal laws and regulations which govern construction.

SKILLS/ABILITIES:
ALL POSITIONS:

- Leadership Skills
- Excellent skills in reading and interpreting plans and specifications
- Strong problem solver
- Possess strong planning and organizational skills
- Possess high level of interpersonal skills
- Ability to work successfully with a variety of personality types
- High level of integrity
- Excellent customer relation skills
- Possess high level mathematical skills
- Possess high level of verbal and written communication skills
- Proficient in Microsoft Office Tools
- Ability to work in a fast-paced and changing environment with strict deadlines
- Ability to remain calm in stressful situations
- Ability to multitask and handle multiple projects simultaneously
- Good attendance record
- High level of detail orientation
- Excellent follow up and follow through skills
- Strong time management skills
- Microsoft Project Software or Scheduling Software
- Proficient In On Screen Take Off

Creative Builders Inc. is an Equal Opportunity Employer