



Creative Builders, Inc.

POSITION DESCRIPTION

JOB TITLE: Project Engineer
DEPARTMENT: Multi-Family Construction
LOCATION: Greenville, SC
REPORTS TO: Superintendent, Project Manager, and Senior VP of Construction
FLSA CLASSIFICATION: Salaried, exempt

POSITION PURPOSE

The role of the Project Engineer for Multi-Family Construction Projects is to work closely with the Superintendent and Project Manager in assisting with the coordination for all phases of the project, which includes pre-construction, execution, and closeout.

JOB DUTIES AND RESPONSIBILITIES

- Review plans with the Superintendent and Project Manager on assigned projects and contributes to developing a thoughtful project pre-plan.
- Manages project-related paperwork, including Change Orders, Purchase Orders, RFI's, Submittals, Transmittals, Specs, etc.
- Works closely with the Superintendent and Project Manager to build the project schedule and material take-off.
- Maintains current cost reporting and project information logs.
- Assist in the discovery and correction of contractual documents "error and omissions" and problem-solving.
- Assist in preparing and reviewing estimates.
- Responsible for securing permits/utilities.
- Advises the Superintendent and Project Manager of potential problems, work interference, or schedule difficulties while circumventing/resolving such conflicts.
- Works closely with the Superintendent, Project Manager, and Subcontractors to ensure construction complies with plans, specifications, and company quality standards.
- Assist with project punch list and project closeout documents.
- Ensures that work conforms to project schedule and contractual documents.
- Assist the Superintendent and Project Manager with review and approval for all subcontractor and vendor payment requests.
- Communicates weekly schedule with the subcontractors and vendors.
- Compiles and stores project progression photos when applicable.
- Responsible for construction schedule by ensuring timely delivery of required material and equipment.

- Ensures compliance with all internal and external record-keeping requirements, emphasizing accurate reflecting hours worked and proper coding of activities performed on time cards, billing, and receipts.
- Adheres to all federal, state, and local laws and regulations related to the construction environment.
- Responsible for having a valid state-approved driver's license.
- Responsible for transportation for traveling to and from project sites as directed.
- Performs additional duties as assigned, as this list does not reflect all of the duties and responsibilities of the Project Engineer.

QUALIFICATIONS

Competencies:

- Excellent documentation and problem-solving skills
- Excellent attention to detail and accuracy
- Ability to handle adversity and conflict with successful outcomes
- Strong communication and leadership skills
- Excellent time management and organization ability
- Ability to handle confidential information in a discreet, professional manner
- Possess a strong commitment to a team environment while working well with others which includes treating employees, customers, owners, building officials, subcontractors, vendors, and anyone else necessary with respect and dignity

Skills:

- Proficient in construction related tools and equipment
- Working knowledge of OSHA rules and regulations (at least 10hr training)
- Efficient in all aspects of the scheduling process
- Ability to apply concepts of basic algebra and geometry
- Possess working knowledge of local and federal laws and regulations that govern construction
- First Aid/CPR Certified preferably
- Ability to read and analyze construction documents and blueprints
- Proficient in Microsoft Office, Construction and Business Software, Microsoft Project, and Take Off Software

Education:

- Associates degree in Construction Science or Management or equivalent combination of training and work experience

Experience:

- 1+ years of experience in a Project Engineer Role in Commercial Construction and/or Multi-Family Projects
- Minimum 3+ years of construction experience with a minimum of 2 years in a leadership capacity.

WORK ENVIRONMENT

- This position involves work inside and outside of the office. Outside of the office requires work at a construction site under the direction of the Superintendent.
- While on a job site, the employee is regularly exposed to all weather conditions (rain, wind, snow, heat, cold, hail, sleet, etc.) and around moving mechanical parts.
- The employee is occasionally exposed to hazardous conditions such as dust, dirt, etc.
- Required to use personal protective equipment while on the job site.

PHYSICAL DEMANDS

- Ability to be punctual and attend work on a regular and consistent basis
- The person in this position needs to wear appropriate safety clothing and shoes when needed. This includes a need for safety glasses, protective clothing, gloves, helmet, face shield, steel-toe shoes, etc.
- Overtime may be required to meet project deadlines.
- Ability to concentrate with various interruptions, weather conditions, and noise levels.
- Must be able to talk, hear, use hands, fingers, climb or balance, stoop, kneel, crouch, and crawl.
- Must be able to stand and walk 80% of the time.
- Occasionally will be expected to lift boxes not to exceed 40+ pounds.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative Builders Inc. is an Equal Opportunity Employer