

**PROJECT ENGINEER**

The Project Engineer will support the Project Management Team with the estimating, planning, organizing, and management of the project(s). They will provide support around safety, quality control, scheduling, and documentation. The Project Engineer role is vital in assuring all safety, quality control, and customer satisfaction goals are met.

**JOB RESPONSIBILITIES**

* Adhere to GVC Construction’s Safety Policy and establish safe workplace practices ensuring that environments are safe for all employees, subcontractors, and vendors.
* Assist with establishing, safety, quality, schedule, and cost goals.
* Maintain positive relationships with owner & engineering firms.
* Assist the Project Team in pre-construction activities, such as purchase orders, subcontracts, scheduling
* Track crew production, cost, and quantities
* Observe, document, and report subcontractor activities.
* Perform document control, including, but not limited to submittals, RFIs, change order requests, meeting minutes, as-builts, and closeout documentation.
* Research & resolve conflicts and errors in design/drawings.
* Assist Project Manager with Payment Requisitions.
* Assist Estimators with take-offs, subcontractor & vendor quotes.
* Identify, document, and estimate cost of extra work and unanticipated activities.
* Promote a positive working environment.

**QUALIFICATIONS**

* Four-year degree in Civil Engineering, Construction Management, or equivalent combination of technical training and/or experience
* Excellent communication and organizational skills are essential
* Knowledge of all aspect of construction (technology, equipment, methods): negotiations, engineering, estimating, schedules, and safety
* Very strong attention to detail
* Competent with PC including; Outlook, Microsoft Office, B2W

**BENEFITS**

* Health & dental Insurance
* Paid Vacations
* 401K with employer match
* Profit Sharing