

Job Description for:
Project Engineer

If interested in this position, please send resume and cover letter to:

Matt Sportel
Director of Construction
MSPORTEL@CLC.BUILD

Job Summary

This individual is responsible for assisting project managers with establishing scopes of work, schedules, shop drawing and submittal reviews as well as coordination with subcontractors.

Responsibilities

- Actively participates in the sales process by preparing information (schedules, budgets, scopes of work) to be utilized in securing new work.
- Stays current with top industry software and technology packages: maintains current technology and makes recommendations for future technology acquisitions.
- Participates in pre-construction meetings and contributes to project strategy and planning.
- Accurately forecasts the scope, cost and duration of future projects from preliminary and/or conceptual drawings.
- Organizes and review shop drawings, submittals, and drawing.
- Maintains estimating databases and templates (estimating templates, scope of work templates, etc.).
- Assist the project team with municipal requirements and determines the impact these requirements will have on a projects schedule and budget.
- Assist the Project management team with costing and budget forecasting through the project.
- Collaborates with engineers, architects, owners, and coworkers to discuss projects, identify issues and propose solutions.
- Presents schedules, budgets and scopes of work to internal and external customers.
- Manages the permitting and entitlement process, presents projects to various municipal authorities as necessary to obtain Zoning Approval, Site Plan Approval, etc.
- Maintains and manages a subcontractor database system.
- Develops strong relationships with key subcontractors.
- Assists Project Managers in the final selection of suppliers and subcontractors.
- Gathers historical data for use in preparing future estimates.
- Remains current with industry trends, pricing, and markets.

Competencies

Creative

Utilizes divergent thinking to generate creative ideas by exploring many possible solutions. Demonstrated ability to collect information, develop plans and conceive creative solutions



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to customers' needs. Applies "fresh" thinking to repetitive assignments.

Competitive Driven by the desire to assemble the most cost effective solution to a customer's needs within given quality and scheduling objectives.

Organized Utilizes strong organizational and planning skills. Experienced at simultaneous coordination of multiple projects.

Communication Displays strong written and oral communication skills and employs effective listening skills. Keeps others informed of important project details. Gives clear direction to other team members. Capable of participating in presentation of estimates to prospective clients.

Problem Solving Analyzes problems and makes sound decisions in a timely manner based on objectives, risks, implications and costs. Displays the foresight to predict problems and implements solutions.

Interpersonal Skills Tactful and mature demeanor with well-developed interpersonal skills including the ability to work well with diverse personalities. Capable of developing trusting relationships with a wide variety of individuals.

Leadership Demonstrated ability to give direction to support staff, design professionals and subcontractors.

Customer Relations Displays a passion for Customer Delight

Education & Experience

- Bachelor's degree in a construction related field required.
- Design-build experience preferred by not required

Personal Profile

- Humbly Confident
- Exhibits Integrity
- Self-Motivated
- Desires to be part of something special
- Serves the customer above all else
- Treats others with respect