

Project Engineer Position
JF White Contracting Company

Introduction

A candidate for a Project Engineering position at JFW will require a self-motivated individual to accept the challenges and demands of a fast-paced ever changing environment. This consists of bid build construction and design-build construction on both public and private work. The candidate will possess the qualities to meet or exceed the client's expectations, develop the client relationship, and lead the engineering field team to a successful project.

Responsibilities:

Project Startup

- Regular Meetings with PM/Super, Clients and CM
- HCSS Bid Review for Construction Assumptions
- Control Estimate Support (HCSS to Viewpoint Conversion)
- List of Deliverables
- Early Submittals (Schedule, Quality Control, Safety, other General Conditions, Flow Charts)
- Permits
- Build Team (as Developed by Project Manager), Assign Responsibilities and Required Participation
- Develop a Working Knowledge of Plans and Specifications
- Set up Field Office/IT Requirements/SharePoint/Files (Hard Copies, Electronic)
- PO and Subcontractor Scoping

Project Duration

- Client CM Meetings and Relationships
- Run Weekly Staff Job Meetings
- Schedule Maintenance Review
- Cost Control (Weekly Reports, Monthly Reports, Change Order Maintenance, Quarterly Reporting Preparation Including Using the Viewpoint System)
- Process Approve On-line Invoices and Subcontractor Requisitions
- Requisitions to Client
- Manage Office Engineers, Survey and Office Manager
- Support Project Manager and Superintendent
- Develop, Oversee, and Manage Submittals, RFI's, and Written Correspondence
- Develop Extra Work Costs/Maintain Issue Log, Forward Price Change Orders
- Safety Work Plans
- Crane Lift Planning
- Job Presentations to Company
- Mentorship of Junior Staff

- Production Reports (on Specific Key Construction Tasks), which Become Part of the Final Engineering Report (see Project Closeout)
- Quantity Tracking
- Time Sheet Approval and Cost Coding

Design-Build Considerations:

- Outline/Schedule of Deliverables
- Tracking of Deliverables
- Design-Constructability Reviews
- Manage Release of Design Packages for Construction

Project Closeout

- Punch List
- Site Supervision/Closeout
- Testing Management
- Archives
- Final Comprehensive Engineering Report
- Final Payment

The qualified applicant will possess the following

- Degree in Civil Engineering
- Minimum 5-10 years Working in Construction field.
- Skilled in Verbal and Written Communication
- Proficient in Excel, Word, Microsoft Outlook, Viewpoint, Expedition, HCSS
- Knowledge of Cad
- Experience in Cost Tracking and Cost Control, Production Reporting, Submittal, RFI's, Reading Plans and Specifications

Please apply online at: <http://apply.jfwhite.com>