



JCP Construction
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Construction Project Engineer

Summary of Responsibilities

Our growing construction firm is looking for a dedicated Construction Project Engineer. This position reviews design and bidding documents, evaluates contractor bids, and oversees construction progress and scheduling. Additionally, the Construction Project Engineer provides technical support to construction staff under the supervision of the Project Manager.

The ideal candidate will be able to work independently, but will work closely and report to a supervisor or manager. This position works on projects of limited complexity in a support role. Please send your cover letter and résumé to James Phelps at james@jcp-construction.com to apply.

General Requirements

- Bachelor's degree in construction management, civil engineering or related field of study
- Strong communication skills
- Professional and polished
- Computer proficiency utilizing Microsoft Office Suite software (Word, Excel, Outlook, Power Point) and other applicable software programs
- Demonstrate flexibility and is adaptable to change
- General knowledge of office protocol, routines and procedures.
- Ability to read and comprehend plans and specifications
- Strong attention to detail, problem-solving skills and ability to meet deadlines
- Self-motivated and proactive. Is able to accomplish tasks without direct oversight

Duties

- Assist in the development of cost estimates
- Review plans and other technical documents
- Answer questions regarding the scope and/or timing of the project
- Monitor costs and project progress
- Maintain control of all project documentation
- Create, manage and track RFI's from the field to the architect/engineer of record
- Maintain/update project records
- Assist the project manager/superintendent in creating and distributing the project schedule
- Assist project team with conflict resolution between owner, contractor and subcontractor
- Turn in submittals from subcontractors to A/E for approval
- Assist project manager/owner in getting building permits for the project
- Create site SWPPP book and apply for state and local SWPPP permits/NOI's for the project
- Understand appropriate building codes/ regulations
- Coordinate project change-order management, creation and negotiation
- Conduct and document weekly project owner's meetings/decisions
- Assist the project team with site safety documentation and coordination
- Assist the project team with closeout of the project
- Assist project accountant with monthly subcontractor billings and pay applications
- Assist project manager with assigned tasks.