



Position: Project Engineer

**411 Pendleton Way, Suite B
Oakland, CA 94621
510.577.7700**

Description of Position

Under the direction of the Project Manager, the Project Engineer will assist in the day-to-day operations and special needs of the assigned project, relieve the Project Manager of routine administrative duties, monitor and report project costs regularly, assist in project scheduling, perform a wide variety of specialized and responsible project engineering duties to support in the continued strategic growth of our organization.

Minimum Qualifications

- Two years of Project Engineer experience and/or BS in Civil Engineering or Construction Management, or currently working toward BS in Civil Engineering or Construction Management
- Working knowledge of computers, estimating software, scheduling software, project management software, Microsoft Word, Excel, and Outlook
- Background check, California DMV record, and a valid California Drivers License
- Knowledge of Public Works Construction and Caltran Standards

Representative Duties

- Assist in supervision and direction of overall project activities as assigned by the Project Manager on general engineering and electrical construction projects
- Prepare requests for information, requests for quotation, quantity takeoffs, submittals, schedules, purchase orders, progress billings, and general correspondence

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- Update and maintain all correspondence and document control logs
- Assess, anticipate, and order deliverable project needs
- Develop, prepare and/or assemble the construction package/project documentation for each assigned project. This includes designs, calculations, layouts, schematics, manuals, bid specifications, etc
- Ensure all construction activities comply with all applicable construction and engineering standards and codes, safety and environmental rules, quality control criteria, drawings, specifications, and schedules
- Frequent coordination with Project Managers, Safety Managers, Superintendents, Foremen, and subcontractors to ensure construction activities are on schedule, within budget, and meet safety, environmental and quality standards
- During construction, meet with client and/or subcontractor representatives to discuss and coordinate construction and maintenance
- Assist Superintendents and Foremen to ensure all equipment is in good working order
- Other duties as assigned

Compensation

Commensurate with the experience of the candidate.