

Title: Construction Project Engineer (3 yrs+ experience)

Location: Austin, TX

Type: Full Time

Contact: info@hulkegr.com

Full Job Description

This company is a privately-held construction firm headquartered in Austin, TX for over 20 years. Established and experienced General Contractor / Construction Management Firm serving selective markets, including High-End Residential, Private and Public Owners, and the Federal Government.

The position of Project Engineer entails the performance of administrative duties at a construction jobsite under the direct supervision of the Project Manager and Superintendent. The position requires a person with basic construction knowledge, computer skills, initiative and the ability to perform tasks accurately. Specific duties are assigned the Project Engineer at the start of his employment, with daily assignments of other responsibilities as required by the Project Manager and Superintendent. This position should lead to career growth in both the construction industry and within the company.

Essential Duties and Responsibilities: The items below are to be used as a guide and are not all-inclusive.

- *Reports directly to the Project Manager or assigned supervisor.*
- *Assists the Project Team with the development of Project Reports and Tracking Logs.*
- *Creates and processes RFI's – including posting to the As-Built.*
- *Review submittals against specifications. Understands subcontractor job specifications and scope of work.*
- *Reviews mock-up and/or shop drawings and specifications.*
- *Reviews and processes Shop Drawings and Submittal Data for compliance with the Contract Documents.*
- *Demonstrates understanding of standard concepts, practices and procedures within the construction field.*
- *Researches and resolves drawing interpretation problems, conflicts, interference, and errors.*
- *Prepares field design change requisitions and "as built" drawings, as required.*
- *Demonstrates a working knowledge of construction equipment and techniques, drawings, and specifications, building materials and required standards applicable to discipline.*
- *Observes construction work performed in the field.*
- *Researches and proposes solutions to quality control issues.*
- *Generates queries and reports in Prolog software for submission to the Team.*
- *Responsible for the review and maintenance of subcontractor non-compliance and coordinates with QA/QC procedures.*

- *Understands company safety program and participates in safety inspections and management.*
- *Possess the ability to attend meetings and transcribe detailed meeting minutes clearly, precisely and accurately.*
- *Performs all other duties as assigned by supervisor.*
- *Ensure compliance with OSHA regulations to include health, safety, and welfare as appropriate.*

Required Job Skills:

- *Ability to successfully prioritize and manage multiple tasks.*
- *Good written and oral communications and team skills.*
- *Performs work tasks by receiving direction and then working independently with an interest in quickly learning and applying new skills and abilities.*
- *Intermediate knowledge of Windows Office Systems; particularly in Excel, Word and Outlook, etc.*
- *Working knowledge of scheduling and estimating software.*
- *Working knowledge of AutoCad and 3-D modeling is desired.*
- *Education: Bachelor's degree in Engineering, Construction Management or related field is required. A combination of education and work experience may also be considered in lieu of degree.*
- *Experience: One to three years of experience in the field or in a related area is desired.*