

<b>Job Title</b>	Project Engineer		
<b>Department/Group</b>	United Building Contractors General	<b>Job Code/Location</b>	20050, 21560/Paradise, CA
<b>Starting Wage/Salary</b>	\$16-22/hr depending on experience	<b>Hours Required</b>	32+ hours required a week
<b>Description</b>	Assists the Project Manager in ensuring the project is completed on time, within budget and on schedule. The Project Engineer is the middle man between the Project Manager, Design Team, Owner and <b>in charge of document control for the project</b> . This goes from the plans and specifications to RFI's, submittals, and project O & M manuals once the project is complete. He/she is responsible for the negotiation and tracking of change orders for the project.		

**Roles and Responsibilities are listed but not limited to the following:**

- Maintain control of all project documentation.
- Coordinates and maintains special inspection documentation for the project.
- Create, manage and track RFI's from the field to the Architect/Engineer of record.
- Maintain and distribute project plans.
- Maintain/update project records.
- Assist the Project Manager/Superintendent in creating and distributing the project schedule.
- Understand Project plans and Specifications.
- In charge of turning in submittals from subcontractors to A/E for approval for all scopes of work based on the plans and specifications.
- Assist Project Manager/Owner in getting building permits for the project.
- Creates site SWPPP book and applies for state and local SWPPP permits/NOI's for the project.
- Coordinates project change order management, creation, negotiation between Project Manager and Owner.
- Documents weekly project owner's meetings/decisions.
- Creates and distributes meeting minutes.
- Assists the project team with site safety documentation and coordination.
- Assist the project team with documenting job progress, schedule.
- Creating and distributing project closeout material, O&M manuals to the owner once the project is complete.
- Assist the project team with closeout of the project.
- Assist accounting with monthly subcontractor billings and pay applications.
- Assist Project Manager with assigned tasks.

**ADDITIONAL NOTES ON POSITION:**

We are a great company who has focused mainly on schools and public works projects since 2001. Experience is not necessary, but preferred. Applicants without experience will be required to pass a competency test. A degree in Construction Management is highly desirable. Must have experience in Microsoft Office, Excel and scheduling software experience preferred. We are looking for career-oriented candidates that want to grow with us. Only applicants that meet the above stated requirements will be considered. Please send us a resume, cover letter and references to [hr@unitedbuildingcontractors.com](mailto:hr@unitedbuildingcontractors.com). Position will remain open until filled.