Job Title: Project Engineer
Reports To: Project Manager, Superintendent
Department: Operations
Status: Salaried, Exempt
Minimum Experience: 0-3years
Salary: $64,400 - $90,000
Benefits: After 60 days of employment
Date of Hire: Immediately

Job Type: Full Time

General Purpose

A Project Engineer for Sky Blue Builders, LLC is responsible for planning, directing, and coordinating activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through project supervisors.

Duties and Responsibilities

- Develops submittal requirement log/listing. Solicits, logs and reviews submittals for accuracy and compliance with Architect specifications. Directs subcontractors to make revisions/corrections to submittals.
- Regularly walk jobsite to review quality/safety/cleanliness/conditions/progress of project/jobsite. Recommend solution to Project Manager, Superintendent or Safety Manager.
- Works with Project Manager to ensure the jobs progress smoothly and efficiently with a quality end-result.
- Generate RFIs applicable to duties. Ensures proper logging of RFIs.
- Verify validity of Superintendent/Subcontractor RFIs prior to issuing to architect.
- Administer weekly schedule, direct subcontractors to meet schedules.
- Create supplemental schedules for material deliveries, subcontractors, etc. and directs subcontractors to meet delivery dates, task schedules.
- Take weekly jobsite photographs to document activities and conditions of jobsite.
- Review and verify with Project Manager job cost status reports and creates daily reports.
- Gather, review and approve information for pricing of Subcontractor Change Orders.
- Verbal agreements/conversations with subcontractors, owners, architects, etc.
- Correspond with subcontractors relative to administrative duties.
- Hands on experience including trade partner and craft relationships, production reporting, layout, and surveying skills.
- Assist superintendent in trade coordination.
- Ensures compliance with design specifications, problem solving, manages schedules and coordinates with various teams.

- Assist other project staff with quality, planning, safety, or other project-related activities.
- Communicates clearly and effectively with project team and trade partners to ensure layout of contract document standards are met.
- As built surveys and quantity takeoffs.
- Punch list management
- Performs assigned aspects of the company's safety and quality plans and culture by demonstrating commitment to an injury-free environment through individual actions and mentoring others.
- Coordinates with project QA/QC planning to ensure quality for assigned tasks.
- Coordinates approved purchase orders for timing and delivery to support project completion material purchases, project changes, and repairs where appropriate to support project completion.
- Posts drawings and specifications with most recent information.
- Organizes and participates in various project meetings. Prepares and disseminates required documentation as appropriate.
- Performs job site observations with project leadership.
- Creates procurement logs based on the project schedule and specification requirements. Tracks shop drawings and follows up with deliveries as directed by the project team.
- Provides progress updates and reports back to the project team to support the scheduling process.
- May provide oversight to assigned to close out aspects of the project.
- Create submittal packages to include, but not limited to shop drawings, product data, technical and safety sheets.

Skills, Knowledge, Qualifications, & Experience

- Strong computer skills a must.
- Knowledge of the commercial construction process and experience with scheduling a must.
- Must be able to commute to Denver Metro Area, achieve a DEN security badge and pass a background check for security clearance (no felonies in the last 10 years) and/or GSA SF85 Public Trust Clearance.
- Experience with performance management of vendors a plus.
- Organized and diligent with a strong work ethic; good customer service attitude and personable
- Experience with technical (i.e. job specific reports such as safety and quality plans etc.) and submittal writing, and submission as well as field verifying procured product for compliance with approved submittals a must.
- Meeting coordination and budget monitoring are preferred.

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to read and understand architectural drawings.
- Experience working in the government realms of construction a plus but not required.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information.
- Experience with Procore preferred but not required.
- Experience with BIM 360 preferred but not required.
- Experience with P6 Primavera preferred but not required.
- Experience with Microsoft Project scheduling software.

Benefits

- 401(k) matching
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off (PTO)
- Professional Development Assistance
- Employee Stock Ownership Plan (ESOP)

Sky Blue Builders is an ESOP company (employee stock ownership plan) that gives workers ownership interest in the company in the form of shares of stock.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation and employment decisions. Sky Blue Builders reserves the right to modify or change the duties or essential functions at any time.