

## **Job Title: Project Engineer**

Rodriguez Construction Group is looking for a Project Engineer to join our construction team. This position will give you the chance to work on some of our firm's top construction projects. This individual will support the efforts of Project Managers and Superintendents on multiple construction projects at one time. This is a fantastic opportunity if you are looking to gain more responsibility and advance your construction career.

### **Job Responsibilities:**

- Assist project manager with maintaining & completing all project paperwork, permits, and licenses as necessary
- Assist the project manager & site superintendent with managing and tracking project specific daily reports, tool box talks, and safety reports
- Work with the project manager to understand project requirements & budgets
- Assist the project manager with the development of the overall project schedule
- Assist the project manager with the purchase of various subcontractor/supplier packages that are in-line with the budget
- Proactively manage the submittal, RFI, and change issue processes during the construction phase
- Assist both the project manager and site superintendent with the coordination of work between project subcontractors
- Assist project superintendent to make sure quality controls are in place and managed
- Attend weekly project meetings and compile meeting minutes
- Support the close-out of projects
- Create and manage all project related files
- The ability to ensure multiple projects are progressing as expected and to balance and prioritize project demands

### **Job Qualifications/Skills:**

- Hard working, willingness to learn, and a positive attitude
- A general understanding and awareness of the local construction industry and field experience
- Basic knowledge about the processes that go into planning, designing, and executing a construction project
- Detail oriented team player with good organizational, communication and other interpersonal skills
- Proficient in Excel, Word, and scheduling software
- Sound knowledge about safety standards and requirements
- OSHA 10 or OSHA 30 safety training or wiliness to obtain

### **Education and Experience Requirements:**

- B.S. Degree in civil engineering, construction management, architecture, finance, or accounting is preferred
- Construction industry experience or internships
- Competency working with a wide range of technology including computers, tablets, phones, and with Cloud base software programs

### **Physical Requirements:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work time may be evenly split between office settings or outside meetings. Limited local travel is required. Light physical effort in an office environment
- Frequent computer use
- Primarily sedentary work with occasional bending and reaching
- Maintain a high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities
- Regularly required to speak clearly and hear the spoken word as well
- Regularly required to read and write clearly

### **COVID-19 Considerations:**

Rodriguez Construction Group is committed to maintaining a safe and healthy work environment. All new team members will be trained on safety procedures. Rodriguez Construction Group is an equal opportunity employer.

### **Contact:**

Please send a copy of your Resume/Portfolio to: Bianca Rodriguez | BR@Rodriguez-cg.com