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**Subject Line:** Project Engineer

## JOB DESCRIPTION

**Job Title:** Project Engineer  
**Department:** Operations  
**Reports to:** Director of Operations  
**Status:** Exempt  
**Date:** 4/22/21

**Position Summary:** Facilitates the administration for the General Construction, Electrical and Low-Voltage Divisions. This includes directly supporting project managers, superintendents, and foremen in the performance of their duties and administrative requirements to subcontractors and clients.

### Essential Functions:

1. Assist with site mobilization (fencing, storage containers, office, portable toilets, temp power, etc.).
2. Assist with obtaining & assembling close-out documents, including lien releases, warranties, insurance certificates, O&M's, submittals, and as-builts.
3. Compose, format, edit, and submit internal and external correspondence directly related to bidding and project management.
4. Assist estimators with contacting potential bidders, follow up on bids, track & input bids received.
5. Receive, input and track Requests for Information (RFI's) in project management software (Procore).
6. Create, input, track, and distribute project submittals in project management software (Procore).
7. Assist with the updating and distributing project schedules.
8. Assist with creating and distributing meeting agendas and minutes.
9. Assist with maintaining subcontractor and vendor database.
10. Assist with tracking subcontractor invoices for monthly billing.
11. Assist with creating, distributing, and tracking of punch lists.
12. Assist Director of Operations and Project Managers as needed.

### Knowledge, Skills, and Abilities:

- Minimum two years of construction admin experience or bachelor's degree in Construction Management
- Must have valid driver's license in the State of California.
- Ability to pass a drug test and background check
- Federal construction experience a plus
- Construction Public Works experience a plus
- Proficient in Microsoft Office Word, Excel, and Outlook
- Possess excellent attention to detail skills
- Strong organizational skills
- Courteous, professional, and enthusiastic
- Demonstrate an initiative in completing all tasks at hand in a timely manner
- Ability to handle multiple projects, meet deadlines and achieve objectives
- Ability to maintain a professional business image

**Environmental Conditions:**

- Indoors in typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately ninety percent (90%) of the time
- Outdoors environment with exposure to noise, heat, and cold approximately ten (10%) of the time
- Frequent computer use at workstation
- Frequently work at fast pace with unscheduled interruptions

**Physical Demands:**

- Attendance and punctuality
- Mobility within the office
- Ability to walk, sit, stand, and climb stairs
- Ability to lift, up to 45 pounds
- Ability to drive a vehicle

**Compensation:**

- Salary, non-exempt
- Pay is based on experience
- Health benefits the first of the month following sixty (60) days of continuous employment.
- 401K
- 401k Profit Sharing (discretionary bonus based on profitability of company) after 12 months of employment