



Warfel Construction Company is currently searching for a **Project Engineer** to join our fast-paced, team-oriented organization. Successful candidates will possess high-energy and strong initiative. Project Engineers can expect to work directly with Project Managers and Superintendents by managing daily tasks, overseeing communication between internal and external team members, and managing submittal review and processing.

In order to be effective and efficient, frequent visits to the jobsite throughout the week will be required.

Job responsibilities include, but are not limited to, the following:

- Keeps in contact with the jobsite supervisor and Field Engineer via the phone and site visits to discuss problems, concerns, and a general update each day. Regular visits to the jobsite are required based on project status and Client requirements.
- Prepared change orders for input into Procore Construction Software to update purchase orders and contract amount to subcontractors.
- Performs project procurement (writing scope sheets, negotiating with vendors) as reviewed with Sr./Project Manager.
- Reviews and approves RFI's generated by Field Engineer or writes and disseminates RFI questions and responses themselves depending on responsibilities.
- Prepares submittals to send out to the architect/engineer (reviews them for compliance with the specifications) in Procore for review and approval of material. May delegate some submittals review to Field Engineer and track their progress with completion of submittals.
- Tracks returned submittals and comments on the submittals for completion/follow-up.
- Conducts subcontractor bi-weekly meetings and pre-installation meetings. Prepares agendas for meetings.
- Prepares owner meeting minutes for Project Manager review and reviews Field Engineer drafts of subcontractor meeting minutes.
- May require additional functions as a result of project contracts or Client requirements.

QUALIFICATIONS:

- Bachelor's degree required
- 1 – 2 years' of construction management related experience working on full duration of projects (may vary depending on schedule of assigned projects).
- Experience as a Field Engineer or similar related career experience
- Proven experience leading diverse and multi-functional teams
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking



Competitive pay and benefits offered. Warfel Construction Company is an equal opportunity employer.

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