



Warfel Construction Company is currently looking for an experienced **Project Engineer, Construction Services** to join our high-paced, Client-focused team in East Petersburg, PA. The Project Engineer will be responsible for assisting Project Managers and Superintendents with the job coordination work they perform.

The majority of duties associated with this position are assisting project managers and superintendents with daily tasks. It also includes managing and delegating tasks to the field engineer. This includes overseeing communication between internal and external team members, submittal review and processing, writing change orders and proposals, scheduling, and assisting the project manager with invoicing and costing.

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

- Keeps in contact with the job site supervisor and Field Engineer via the phone and site visits to discuss problems, concerns and a general update each day. Regular visits to jobsites are required based on project status and Client requirements.
- Prepares change orders for input into Procore Construction Software to update purchase orders and contract amounts to subcontractors.
- Performs project procurement (writing scope sheets, negotiating with vendors) as reviewed with Sr./Project Manager.
- Reviews and approves RFIs 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. Examples include regular flu shots or other vaccinations if working with certain senior care facilities.

Qualifications:

- Must have a minimum of a four-year college degree majoring in construction management, engineering, architecture or similar program or similar related career experience.
- Experience as a Field Engineer or similar related career experience.
- 2 - 3 years experience working on full duration of projects (may vary depending on schedule of assigned projects).

The qualified candidate for this role must be able to remain in a stationary position 50% of the time. The individual may need to occasionally move around the inside of the office to access file cabinets, manage copiers and other business materials, etc. Also, the individual may need to move throughout a construction jobsite with potentially uneven terrain.

Competitive pay and benefits are offered, including 401k match. Warfel Construction Company is an equal opportunity employer.