



Job Description for PROJECT ENGINEER

HiFive Development Services is a trend-setting Design-Build company on the cutting edge of Project delivery. We have a very loyal client following and do repeat business with many companies and organizations. If you are seeking a position working with a talented group of people, enjoy developing a personal relationship with your clients and like a challenge, you may want to consider this incredible career opportunity.

The Project Engineer supports the Site Manager and Project Manager on an assigned project. Performs routine daily activities and assists in gathering and distributing information to team members. Possesses strong written and verbal communications skills and manages time effectively.

RESPONSIBILITIES & DUTIES

- Analyzing and resolving field construction issues with Site Manager.
- Prepare, review and distribute RFI's. Maintain RFI Log.
- Maintain job Rental Authorization Log.
- Maintain job files and as-built drawings.
- Develop and maintain schedule with Project Manager and Site Manager input.
- Maintain thorough understanding of contract documents and subcontracts.
- Prepare meeting minutes for all job meetings.
- Complete required tasks daily: Timecards, Purchase Orders, Work Orders, RCC Daily Paperwork Packet and collecting Subcontractor Daily Job Reports.
- Weekly project photos.
- Inspect/verify material deliveries.
- Manage project closeout and obtain all warranties required for final acceptance.
- Maintain punch list with Site Manager.
- Ensure company procedures and standards are maintained.
- Review shop drawings for coordination, dimension control, contract compliance
- Assist Site Manager with vertical and horizontal control
- Other duties assigned.

QUALIFICATIONS

- Bachelor's degree in Construction Management, Civil Engineering or equivalent required.
- Ability to read and understand drawings and specifications.
- Positive Attitude.
- Time management and organizational skills.
- Strong written and verbal communication skills.
- Strong computer skills and proficiency in Microsoft Office programs including Microsoft Project.
- Knowledge of ProEst would be beneficial
- Minimum 3-5 years field experience

PLEASE SEND YOUR RESUME AND CONTACT INFORMATION TO:

- Email: darnold@hifive1.com
- Fax: 513.336.0196