

Project Engineer

- Assist Project Managers / Superintendents
- Creation of project submittals
- Assist with project schedules
- Maintain control of all project documentation
- Create, manage and tracks RFI's
- Maintain and distributes project plans
- Maintain project records
- Understands Projects plans and Specifications
- Assist obtaining building permits
- Creates and distributes meeting minutes
- Assist team with maintaining job progress / schedule
- Creating project closeout documentation
- Microsoft Office, Project and Excel
- Blue beam
- Procore