

# **Construction Project Engineer**

## **Summary of Responsibilities**

Our growing construction firm is looking for a dedicated Construction Project Engineer. This position reviews design and bidding documents, evaluates contractor bids, and oversees construction progress and scheduling. Additionally, the Construction Project Engineer provides technical support to construction staff under the supervision of the Project Manager. He/She may also be required to assist with project investigation and assessment reporting and activities.

The ideal candidate will be able to work independently but will work closely and report to a supervisor or manager. This position works on projects of limited complexity in a support role.

## **General Requirements**

- Bachelor's degree in construction management, civil engineering or related field of study
- Strong communication skills
- Professional and polished
- Computer proficiency utilizing Microsoft Office Suite software (Word, Excel, Outlook, Power Point) and other applicable software programs
- Demonstrate flexibility and is adaptable to change
- General knowledge of office protocol, routines and procedures.
- Ability to read and comprehend plans and specifications
- Strong attention to detail, problem-solving skills and ability to meet deadlines
- Self-motivated and proactive. Is able to accomplish tasks without direct oversight
- Good communicator and able to adapt quickly to meeting new clients/coworkers, ability to have positive interactions with others on project teams
- Ability to perform CAD/drafting a plus

## **Duties**

- Assist in the development of cost estimates
- Review plans and other technical documents
- Answer questions regarding the scope and/or timing of the project
- Monitor costs and project progress
- Maintain control of all project documentation
- Create, manage and track RFI's from the field to the architect/engineer of record
- Maintain/update project records
- Assist the project manager in project scheduling
- Assist project team with conflict resolution between owner, contractor and designers
- Review and process submittals from contractors, communicate with A/E team for approval
- Assist project manager/owner in getting building permits for the project
- Understand appropriate building codes/ regulations
- Coordinate project change-order management, creation and negotiation
- Conduct and document weekly project owner's meetings/decisions
- Assist the project team with site safety documentation and coordination

- Assist the project team with closeout of the project
- Assist project accountant with monthly billings and pay applications
- Assist project manager with assigned tasks.
- Perform investigation and inspection tasks supporting lead Project Manager and Building Envelope Consultant
- Perform detailing and CADD work as required/requested
- Preparation of reports to include field site visit reports, condition assessment reports, issues reports, and monthly project reports

This part-time opportunity would start at 20 hours a week with potential to go full time in 3-4 months' time. Making it a great opportunity for a senior looking to stay in Hawaii. Starting salary between \$30 and \$35 per hour. Please have interested candidates send their resumes to Jonathan Shick, [jonathans@ponocg.com](mailto:jonathans@ponocg.com).