



Job title	<i>Project Engineer</i>
Reports to	<i>Project Manager</i>

Job Purpose

The Project Engineer supports the Project Manager by assisting with project planning, drafting, vendor selection, and vendor management across assigned construction-site projects. This role bridges technical and field coordination responsibilities, helping ensure projects are well-documented, on schedule, and executed to specification. The Project Engineer works closely with the Project Manager, Site Superintendents, vendors, and subcontractors to support timely and accurate project execution from planning through closeout.

Duties and Responsibilities

Duties and responsibilities include but are not limited to:

- Assist the Project Manager with planning, scheduling, and organizing assigned projects from initiation through closeout.
- Support drafting and preparation of project plans, layouts, and technical documentation as needed.
- Assist in developing and maintaining project schedules using Microsoft Project, tracking milestones, dependencies, and critical path items.
- Support vendor and subcontractor selection by soliciting bids, comparing quotes, and evaluating qualifications alongside the Project Manager.
- Assist with vendor and subcontractor management throughout the project lifecycle, including coordination of scope, schedule, and deliverables.
- Maintain project documentation, drawings, submittals, and RFIs within Procore, ensuring accuracy and version control.
- Support markups, redlines, and drawing reviews using Bluebeam to track changes and communicate design or field updates.
- Coordinate with field staff, site superintendents, and subcontractors to ensure project requirements and specifications are understood and met.
- Monitor project progress against schedule and budget, flagging risks or delays to the Project Manager.
- Support the preparation of change orders, project documentation, and closeout procedures in accordance with company policies.
- Conduct site visits as needed to verify progress, quality, and compliance with plans and safety standards.
- Assist in developing and maintaining status reports for internal teams and clients.
- Promote a culture of safety, teamwork, and continuous improvement across all project activities.
- Perform other duties as assigned.

Qualifications

Qualifications include:

- Bachelor's degree in Engineering, Construction Management, or a related field, or equivalent experience in construction/field operations.
- Open to both degreed engineers early in their career and experienced construction personnel without a degree who have strong project-side experience.
- Working knowledge of construction methods, drawings, and project documentation.
- Experience with Procore and Bluebeam preferred; willingness and ability to learn both is required.
- Proficiency with Microsoft Project for building and managing project schedules, and Microsoft Office Suite (Word, Excel, Outlook).



- Strong organizational skills with the ability to manage multiple documents, vendors, and deadlines simultaneously.
- Solid analytical and problem-solving skills with attention to detail.
- Effective written and verbal communication skills for coordinating with project managers, superintendents, vendors, and clients.
- Ability to work both independently and collaboratively in a fast-paced, deadline-driven environment.