

PROJECT ENGINEER

CULTURE

1. Listen first, talk second.
2. Be an open and effective communicator.
3. Embrace being innovative.
4. Approach every challenge with a positive attitude and be a problem solver.
5. Perform tasks with a sense of urgency.
6. Have a love for construction and consider it challenging and fun.
7. Value the success of your team first.
8. Be a contributor.

JOB OVERVIEW

As a Renaissance Project Engineer you will assist and provide oversight of projects while adhering to established safety and quality programs for a timely and successful project completion. Renaissance Project Engineers maintain professional working relationships with owners, architects, engineers, subcontractors and co-workers. Project Engineers must have a sense of urgency and ability to multi-task, but not compromise the safety of anyone.

RESPONSIBILITIES

- Support Project Manager and Superintendent(s).
- Manage RFI process including the distribution, logging and progress tracking of the RFI process ensuring timely processing so as not to delay progress of the work.
- Manage submittal process including distribution, submittal review to insure conformance with project requirements, logging and progress tracking of the RFI process ensuring timely processing so as not to delay progress of the work.
- Create and distribute meeting minutes for project owner, subcontractor and safety meetings including timely distribution to appropriate team members.
- Maintain and update the project schedule weekly.
- Maintain project document log and insure that most current design documents are being incorporated into project construction.
- Utilize VDC/BIM technology to help coordinate between project team members (design team, subcontractors, owner).
- Manage the closeout process including as-builts, operation and maintenance manuals, warranties and other project and job specific required items.

QUALIFICATIONS

Preferred Four (4) Year Construction related Degree or Equivalent Technical Training or Past Experience as a Field

Construction related experience sufficient to provide the skills required to be a Project Manager.

OSHA 30 Hour Certification or Completed Upon Hire.

CPR/First Aid Certifications.

Experience with Microsoft Applications.

Experience with Timberline Software Preferred.

SKILLS

Excellent Verbal and Written Communication Skills.

Build and Maintain Professional Relationships with Subcontractors and Vendors.

Exceptional Time Management Skills and Organization to Meet Strict Deadlines.

Collaborative Skills to Accept and Incorporate Strategies.

CONTACT

HRPivot@renaissancecos.com