



UTE MOUNTAIN UTE TRIBE
WCA Construction, LLC

Post Office Box 17
Towaoc, Colorado 81334
Telephone (970) 565-7430
Fax (970) 565-4364

Project Engineer

Supervisor: Project Managers(s)

Subordinates: N/A

Direct Interaction: Superintendent(s), Accountant(s), Division Manager(s), CFO, General Manager, and Administrative Personnel

PROJECT LOCATION: Zion National Park

PROJECT DURATION: 24 Months

JOB SUMMARY:

Professionally and effectively supervise and coordinate onsite construction activities to ensure compliance with project budget, schedule, and all contract documents. Enforce all jobsite safety procedures and protocols. Provide daily documentation (diary) of all pertinent jobsite activities, conditions, and key events.

ACCOUNTABILITIES:

- Oversee materials, subcontractors and equipment needs as the project progresses and make necessary adjustments to maintain budget, schedule and quality of the work.
- Complete necessary documentation for a smooth and successful project including but not limited to daily time cards for construction crews, daily job reports, RFI's, assist in monthly billings, submittal review, and reviewing monthly subcontractor payment estimates.
- Send photos documenting progress of construction to office weekly, approximately 10-20 photos per week with detailed documentation.
- Identifies potential change orders and additional work not included in plans and specifications and assist in preparation of costs for said work that will be submitted by project manager.
- Assist with job start-up procedures, protocols, and activities including setting up jobsite trailer and temporary facilities and utilities.
- Temporary notification and meet local governing authorities (inspections, testing, etc....)
- Assist in preparation of project schedule for approval and assist with updates as necessary through completion of the project.
- Schedule and coordinate all subcontractor, vendors to ensure project schedule compliance for your discipline.
- Coordinate with superintendents to ensure that resources are being effectively utilized across the project.
- Coordinate all required safety and quality control procedures and protocols.
- Prepare daily reports of progress, conditions, key visitors, delays or events.
- Supervise and coordinate project closeout with respect to final inspections, punch lists, and owner training.
- Demobilize from the site and close down temporary facilities, utilities, etc....
- Conduct project safety meetings.
- Send documentation of safety meetings (safety topic and signed attendance sheet) and JHA's to office weekly.

- Send receipts for purchases on company credit cards (including fuel receipts) to office weekly, in compliance with credit card policy.
- Other duties as assigned.

RESPONSIBILITIES:

1. Participate with Project Manager(s) in owner meetings.
2. Act as a company liaison for mandatory Pre-Construction and Pre-Bid meetings.
3. Assist Project Manager(s) in resolution of subcontractor performance issues.
4. Create and maintain living formatted spreadsheet for daily quantity tracking per job, and submit to Project Manager.
5. Assist Superintendent(s) with job needs.
6. Keep Project Manager(s) informed and advised of any perceived, anticipated or known. issues that could impact schedule, cost or relationships with any of the parties engaged in the project.
7. Performs additional assignments as required and that may contribute to the growth and profitability of the company and you as an employee and person.

QUALIFICATIONS:

1. Five years or more of experience with construction projects or engineering field
2. Bachelor's degree in a construction-related field or equivalent experience in construction
3. Ability to work under pressure and coordinate numerous activities, groups of people who need to cooperate to achieve maximum efficiency.
4. Good communication (oral and written) and organizational skills.
5. Good computer skills (MS Office, Auto CAD, Raken, Teams)
6. Experience working on Indian Reservations for Indian Tribes is preferred.
7. Experience working for federal government entities, preferably the Bureau of Reclamation, Bureau of Indian Affairs, Army Corps of Engineers, and/or National Park Service
8. Travel may be required throughout Colorado, Arizona, New Mexico and/or Utah
9. Must have and maintain First Aid Certification.
10. Must have and maintain a minimum of OSHA 30 Certification

SALARY/ BENEFITS:

1. Salary D.O. E
2. Medical, Dental, Vision, Life Insurance
3. Aflac supplemental insurance
4. Paid Holidays
5. Paid Time Off (PTO)
6. 401K with employer matching contribution
7. Per Diem as applicable

HOW TO CONTACT:

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