



Construction Project Engineer:

Job Title:	Project Engineer		
Department/Group:	DIG Contracting	Job Code/ Req#:	
<p>Description: Assists the Project Manager in ensuring the project is completed on time, within budget and on schedule. The Project Engineer is the middle man between the Project Manager, Design Team, and Owner and in charge of document control for the project. This goes from the plans and specifications to RFI's, submittals, and project O & M manuals once the project is complete. He/she is responsible for tracking and negotiation of change orders for the project.</p>			
<p>Job Description: Roles and Responsibilities are listed but not limited to the following</p>			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Maintain control of all project documentation. • Coordinates and maintains special inspection documentation for the project. • Create, manage and track RFI's from the field to the Architect/Engineer of record. • Maintain and distribute project plans. • Maintain/update project records. • Assist the Project Manager/Superintendent in creating and distributing the project schedule. • Understand Project plans and Specifications. • Study Job Specifications to determine appropriate construction methods. • Assist project team with conflict resolution between Owner, contractor and subcontractor. • In charge of turning in submittals from subcontractors to A/E for approval for all scopes of work based of the plans and specifications. • Responsible for understanding project plans and answering field personnel questions. • Assist Project Manager/Owner in getting building permits for the project. • Creates, site SWPPP book and applies for state and local SWPPP permits/NOI's for the project. • Understands appropriate building codes/ regulations • Coordinates project change order management, creation, negotiation between Project Manager and Owner. • Conducts and documents weekly project owner's meetings/decisions. • Creates and distributes meeting minutes. • Assists the project team with site safety documentation and coordination. • Assist the project team with documenting job progress, schedule. • Creating and distributing project closeout material, O and M manuals to owner once project is complete. • Assist the project team with closeout of the project. • Assist Project Accountant with monthly subcontractor billings and pay applications. • Assist Project Manager with assigned tasks. 			



ADDITIONAL NOTES ON POSITION:

We are a great company who has built many commercial projects in Fort Worth and Dallas Metroplex. We require a candidate with 2-3 yrs. experience in a Project Engineer, or similar role. A degree in Construction Management is highly desirable. Must have experience in Microsoft Office, Project, etc. We are looking for career-oriented candidates that want to grow with us. Only applicants that meet the above stated requirements will be considered.

Please send us a resume, cover letter and references to info@dig-contracting.com. This will be a 1099 contract position based on experience. If a resume does not include references it will not be considered.