



## construction project engineer

Newkirk Novak Construction Partners is seeking experienced Construction Project Engineers to contribute to our expanding project portfolio. Our top priority is the continued satisfaction of our clients, so excellent client, architect/engineer, and trade partner/supplier relationship skills are a must.

### job description

Our Project Engineers help plan, manage and execute all production and financial aspects of assigned projects. Projects consist of a wide range of commercial construction project types. Primary responsibilities include but are not limited to the following:

- » Lead project procurement, including but not limited to creating, submitting, and tracking project submittals, and coordinating closely with the project team members to ensure materials delivery dates per the project schedule
- » Assist and prepare project change management, including but not limited to issuing pricing proposals, reviewing trade partner proposals, and creating the change management proposal for final review and submission
- » Assist and lead project coordination meetings, owner meetings, etc.
- » Lead and support project safety processes and protocols
- » Support project pre-construction activities, estimates, bids, and project start up
- » Assist the Project Manager with reviewing and processing trade partner and vendor invoices
- » Review, create, track, and distribute project RFIs
- » Assist with and lead the implementation and coordination of the project's scopes of work
- » Weekly site visits for photo documentation, schedule tracking, weekly progress reports, etc.
- » Lead and complete the project closeout, including the project punch list, operations and maintenance manuals, as-built drawings, owner training, etc.
- » Supports Project Manager and Superintendent with project schedule updates, daily logs, look ahead schedule, etc.
- » Lead, support, and promote a culture of diversity and inclusion
- » Understand non-discrimination policy and ensures positive, proactive implementation throughout the organization
- » Assist and help develop owner, design team, trade partner, vendor, and project team relationships
- » Promote a safe workplace and present positive leadership regarding project safety
- » Participate in safety meetings and provide record-keeping for the project
- » Assist in the creation of project specific safety plans and Emergency Action Plans

### qualifications

- » BS/BA in Construction Management, Engineering, Architecture, or equivalent combination of education, training, and work history
- » 3+ years' experience
- » Proficiency with Microsoft Office suite is required
- » Experience using cloud-based project management software (Procore and Sage Timberline is preferred)

**to apply, send your resume to [careers@newkirknovak.com](mailto:careers@newkirknovak.com)**

Newkirk Novak Construction Partners offers a competitive compensation and benefit package including Health, Dental, Vision, Disability Insurance, Paid Vacation, Holidays, 401(k) Plan with company match, and a performance-based bonus program. Newkirk Novak Construction Partners is proud to be an equal opportunity employer.