

## PROJECT ENGINEER

Newkirk Novak Construction Partners is a Kansas City based provider of Construction Manager At-Risk, Construction Manager Agency, Design Build and General Contracting services to the Kansas City market. We are currently seeking an experienced Project Engineers for our growing project backlog with our national client base. The continued satisfaction of our clients is a top priority. Our goal is to form excellent client, A/E, and subcontractor/supplier relationships through the daily tasks of our employees. Developing the skills to form these relationships is very important to our company.

### 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:

- Lead project procurement, including but not limited to, creating, submitting and tracking of 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 subcontractor 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 of project pre-construction activities, estimates, bids, and project start up.
- Assist the project manager with the review and processing of subcontractor 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 project closeout including project punch list, operations & maintenance manuals, as-built drawings, owner training, etc.
- Supports project manager and superintendent with project schedule updates, daily logs, look ahead schedule etc.
- Assist and help develop owner, design team, subcontractor, vendor and project team relationships.

### EDUCATION AND EXPERIENCE

Bachelor's degree in Construction Management, Engineering or related work history is required. Applicants with up to 3 years General Contracting Project experience will be considered.

Good working knowledge of MS Windows, Word, Excel, Project, Outlook and Bluebeam is required. Experience using Sage Timberline Project Management software is a plus.

### COMPENSATION

Newkirk Novak Construction Partners offers a competitive compensation and benefit package including Health, Dental, Vision, Disability Insurance, Paid Vacation, Holidays and 401(k) Plan with company match.

PLEASE SUBMIT RESUME TO [INFO@NEWKIRKNOVAK.COM](mailto:INFO@NEWKIRKNOVAK.COM)