

JOB DESCRIPTION: PROJECT ENGINEER

Emerick Construction is an established 79-year-old, NW commercial general contractor based in Portland, OR.

Over the past seven decades, Emerick has cultivated a family first culture, both in the office and the field. Our average tenure is 16 years, people come for the work and stay because of the team. We recognize hard work and promote from within.

Our Special Projects Group is seeking an enthusiastic, confident, and well-organized individual with a CEM degree or equivalent to become a key member of our team with vast potential for growth.

Typical duties will include:

- **Project management support.** Help bridge the gap between the field and the office, you are the project managers eyes and ears on the project in charge of knowing the spec/drawing inside and out. This includes document processing like RFI's, submittals, change orders and subcontractor coordination.
- **Subcontractor management.** Like project management support you oversee coordinating with all subcontractors on a document level to make sure all submittals meet the spec and shop drawings compliance. Knowing the project documents completely you will also oversee answering any questions they have as well as help with scheduling based on the level of work required from the site superintendent.
- **Shop drawing and technical submittal review.** Use different vendors shop drawings as well as the project drawings from the design team to coordinate all measurements are adding up correctly and no dimensions occur. Coordination meetings regarding these shop drawings are ongoing for the duration of the project as conditions are constantly changing due to a number of things including submittals, RFI's, ASI's, PR's, and field conditions.
- **Estimating support.** Estimating can take place on the change order level as well potential new projects consisting of takeoffs of certain items, complete spec sections or multiple spec sections. Tasks from this can vary in involvement based on size of the estimate as well.
- **Documentation and control systems.** Site records, change order research, as-built drawings, QA/QC documentation. Documentation is huge as this can dictate lead time as well as approval to keep the project moving forward. This goes back to RFI's and Submittals being turned in correctly so revisions don't need to be made from the design team. Most RFI's have a cost impact and you will be required to follow up with these subs to make sure they get any costs to you in a timely manner to process any potential change orders. Throughout the project any changes made from the RFI's and Submittals will need to be noted on as-builts that will be turned into the owner at the end of the project, field modifications will also need to be noted on these drawings and O&M/Warranty information will be compiled at the completion of the project as well.
- **Reporting, quality control and administration.** With being onsite you will also be tasked with noting the install of the work going on and make sure the subs are installing everything correctly. This will be done with the field crew as well but you will need to document any of these things for project record and in some cases may be tasked with additional responsibilities such as a CECIL inspector or other forms of testing/reporting duties on top of the things listed above.

The ideal candidate will have proven skills and the following qualifications:

- CEM degree or equivalent.
- Computer proficiency a must (Excel, Word, Outlook).
- The ability to handle multiple tasks and priorities.
- The ability to read and comprehend plans and specifications.
- MS Project/Viewpoint experience a plus.
- Bluebeam, Procore and Smartsheet experience a plus.

Emerick offers a competitive salary package commensurate with experience, along with a solid benefit package and bonus plan. We encourage and support opportunities for extra certification across the field as well.

How to apply: email resume to - careers@emerick.com, subject - Project Engineer Position