



COMMERCIAL CONSTRUCTION PROJECT ENGINEER

The Project Engineer (PE) under the guidance of senior management, is responsible for providing planning, organization, engineering and management functions of assigned project(s) to meet the operational goals of Poole Anderson Construction. The PE must embody Poole Andersons commitment to safety, quality, and integrity while efficiently supporting and executing the project in accordance with budget and schedule goals. The PE serves as one of Poole Anderson project representatives in relations with clients, designers, subcontractors, and vendors.

RESPONSIBILITIES

- Participate in the pre-construction process (when applicable).
- Participate in estimating a project (when applicable) coordinating with the estimating department, soliciting suppliers/subcontractors, obtaining proper coverage, performing takeoffs, compiling the estimate, reviewing with management, and preparing bids.
- Work with Project Management and Field Supervision to establish the baseline schedule, perform periodic updates (weekly) and distribute schedule to project participants.
- Support the request for Information (RFI) process generating RFI's, expediting responses and distributing to affected parties.
- Support the submittal process by creating the submittal log, expediting and reviewing submittals, expediting consultant reviews, and distributing to affected parties.
- Help prepare invoices (monthly), obtain approval, expedite approval/payment, and monitor status and cash flow.
- Support the Identification of Owner initiated changes, provide appropriate notification(s), distribute to affected parties, estimate impacts, prepare change requests, negotiate pricing, prepare change orders, and expedite resolution.
- Help solicit additional bids (if applicable), create, and issue subcontracts and purchase orders and distribute to affected parties.
- Help with scope review meetings with potential subcontractors, maintaining and distributing meeting minutes as applicable.
- Support subcontractor job conferences, maintaining and distributing meeting minutes.
- Review, with the assistance of the Project Manager and superintendent, subcontractor and supplier invoices and billings insuring compliance with all corporate and project requirements. Approve and code invoices and COMMUNICATE with Accounts Payable. Monitor outstanding invoices to insure prompt payment.
- Support the review, and assembly of closeout documentation including Warranties, O&M data and As-Builds for TIMELY submittal of O&M Manuals.
- Participate in preparation of punchlist (Pre-Architect Punchlist) and distribute to affected parties.



- Support finalization of change orders, payment applications, and other documentation in order to close out the project in a timely fashion.
- Learn, master and utilize company technologies including, Procore, Bluebeam, Primavera P6, Bridgit etc.

REQUIRED SKILLS

- Advanced computer skills
- Effective presentation skills
- Ability to maintain submittal logs
- Must be able to assist with procurement
- Must be able to collaborate with project management team to maintain accurate and up to date record drawings and project logs and change orders
- Ability to work with Architects, Engineers, and Owners Preferred

PREFERRED QUALIFICATIONS

- Bachelor's degree in Construction Management or Engineering; MS preferred
- 2 - 5+ years' experience on projects having costs ranging from \$100,000 to \$30,000,000 in value

Apply today by submitting your resume and cover letter to skyle@pooleanderson.com.



ABOUT POOLE ANDERSON

Poole Anderson is a 98-year-old construction company with an excellent reputation for providing General Contracting, Design-Build and Construction Management services in the Higher Ed, Healthcare, Senior Living, Sports Venue, Hospitality, Retail, Industrial and Institutional markets.

We proudly continue the legacy of our founders by maintaining highly-skilled craftsmen and management personnel devoted to solving the construction challenges of our clients with experience, expertise and innovation.

CAREERS

Integrity and honesty are the cornerstones of Poole Anderson's success. The entire staff, from our corporate office to the on-site construction team, do everything possible to deliver quality projects in a professional work environment.

At Poole Anderson, you'll find that our team of dedicated and highly-skilled professionals are an essential element to our success. We are seeking highly motivated, career-minded individuals willing to go the extra mile to meet our customers' needs.

EMPLOYEE BENEFITS & PERKS

- Comprehensive Benefits Package
- Competitive Wages
- Family-Oriented Company
- Growing Industry
- Job Security
- Advancement Opportunities

Poole Anderson is an EOE / Affirmative Action employer with a strong commitment to environmental awareness and a drug-free workplace.