

Project Engineer

Project Engineers at Fairbank Construction Company support the Project Manager with clients and/or architect/designer through the entire construction process. They assist Project Managers and Superintendents to ensure the highest level of estimating, scheduling, crew management, and client service from the beginning through the end of the project.

Fairbank Construction is looking for team players. While a Project Engineer may be involved in several specific projects, he/she must share a commitment and desire to providing a high level of client service and to being a part of the entire organization.

Required Skills and Experience:

- Communicate professionally and effectively with the architect, designers, client and construction team to ensure a smooth flow of information/documentation.
- Participate in project estimating, including quantity take-offs and materials pricing.
- Issue RFPs, distribute plan documents to obtain bids from subcontractors.
- Assist with subcontracts and purchase orders.
- Prepare, review, and/or distribute submittals and shop drawings.
- Prepare Budget Assumptions and Qualifications.
- Provide Value Engineering cost analyses.
- Ensure that the Superintendent has necessary manpower requirements each month.
- Participate in jobsite quality control with the Superintendent.
- Participate in monthly Job Cost and Budget Reports.
- Prepare change orders (owner/vendor/subcontractor).
- Update billing projection monthly or as necessary.
- Ensure submittals and submittal logs are kept current.
- Ensure that daily job logs are completed and maintained.
- Track all correspondence and maintain archive files and logs.
- Review and cost code invoices weekly to insure timely monthly client billing.
- Process monthly applications for payment.
- Ensure weekly meeting notes are drafted and sent to the team each week.
- Provide timely project updates to the client and architect.
- Coordinate service work with the client and subcontractors.
- Safety Conscious and support jobsite safety policies and procedures.

Minimum Qualifications:

- 1-3 years high-end residential and/or custom-commercial construction.
- Construction management education and/or construction experience.
- Ability to read and interpret architectural drawings and specifications.
- Excellent communication and team-building skills.
- Ingenuity, thorough technical knowledge, and familiarity working with both traditional and non-traditional materials.
- Must be proficient in Microsoft Project, Excel, and Word.

Benefits Package:

- Company Health and Life Insurance Plans
- Paid Time Off
- Paid Holidays
- 401k Retirement Plan