



## PROJECT ENGINEER

**Department:** Rush Commercial Construction  
**Reports To:** Division Lead, Commercial  
**FLSA Classification:** Exempt  
**Date:** 04/29/18

### Job Summary

Rush Commercial Construction, Inc., is currently seeking a proven **Project Engineer** to join a well-established regional construction company that specializes in Class A office, healthcare, multifamily developments and senior housing. The ideal Project Engineer is someone responsible for a wide range of duties, from reviewing plans and financial projections to creating project schedules and maintaining consistent contact with subcontractors to assure the work is done to specifications and on schedule. The Project Engineer is responsible for representing the company and its *Guiding Principles* while ensuring that company policies are adhered to regarding safety, scheduling, quality, budgeting, and customer service/satisfaction.

### Business Development

- Develop strong relationships with consultants, owners and subcontractors
- Develop industry ties and participate in organizations
- Take action on leads. Post to CRM and follow up appropriately
- While projects are underway, initiate work on the next opportunity with PM

### Estimating and Preconstruction

- Able to use Timberline Estimating for take-off quantities, compile estimate content and put together small change order and TI estimates
- Use design decision log to track impact of owner changes on estimates between phases (conceptual, DD and GMP), assisting PM
- Help PM develop appropriate value-oriented options for cost savings or making project more constructible
- Support subcontractor prequalification
- Help PM attract and evaluate bids for the project, develop instructions to bidders
- Develop knowledge around environmentally sound practices, consider LEED certification
- Help meet permit submission requirements such as storm water discharge, site plans, logistic plans (in coordination with superintendent)
- Make sure plans and specifications are complete and ready to bid and build from

- Develop fundamental understanding of schedule as well as relations between schedule and procurement/submittal process. Help develop practical design and permitting schedules

### **Organizational Improvement**

- Coach, mentor, and train others (as SPE)
- Consider storm water management or other certifications (SPE)

### **Project Engineer Site Office responsibilities**

- Understand prime contract
- Helps PM draft subcontracts in timely and thorough manner (60 day goal)
- Clean up all pco's monthly and convert to owner change (SPE)
- Issues all subcontract co's within a month of getting approved owner change order (SPE). Be able to draft minor subcontract agreements as PE. Complete support estimates for PM
- Own RFI process from initial identification of issue to closeout
- Own submittal log and submittal review process, understand key coordination issues for each trade
- Work to perfect delivery schedules with each sub, monitor compliance
- Track unit price work quantities or T and M receipts (with appropriate PM approval and process)
- Learn how to update and monitor progress against goals
- Note potential impacts and delays of owner activities, particularly if PM not on site
- Record minutes for all meetings, record all decisions made and responsibilities
- Provide weekly progress report via e mail
- Keep your eye out for safety violations and report to Superintendent (immediately)
- Support billing process as requested
- Develop understanding of cost control procedures
- Elevate any issues of concern to PM and Superintendent
- Promptly respond to owner questions and concerns

### **Project Engineer Site Field Responsibilities**

- Check work in the field to make sure it is in compliance with project docs and submittals
- Identify non-compliant installations, documents and closes out each issue
- Gain exposure to civil and structural work techniques and methods, learn how things are built

### **Work Styles and Habits**

- Industrious, uses time well
- Recognizes risk
- Sense of urgency
- Strategic thinking skills
- Respectful
- Ethical/honest

### **Job Requirements**

- Bachelor's degree in Construction Management or equivalent

- Minimum 7 years of related construction experience in scheduling, field supervision, procurement, and knowledge of production throughout all phases of construction

- ***Special Skills***

Proven written and verbal communication abilities; strong overall management, planning, problem solving and negotiation skills. Delegates work appropriately; proficient using computer applications, specifically Microsoft Office products, Microsoft Project, Procore and Bluebeam.

- ***Certifications and/or Licenses***

First Aid and CPR trained, CESCL, and 30 Hour OSHA

Our team members at The Rush Companies have a strong reputation for exercising integrity, good judgment and sound business practices in our dealings with clients, consultants, subcontractors and suppliers. We are committed to selecting only those individuals who share in our loyalties while also maintaining our standards of quality and safety.

For more information about The Rush Companies or the application process, go to <http://www.therushcompanies.com/about-rush/employment>

**How to Apply:**

Please send cover letter and resume to [jobs@therushcompanies.com](mailto:jobs@therushcompanies.com) or via U.S. mail to:

The Rush Companies  
c/o Human Resources  
6622 Wollochet Dr NW  
Gig Harbor, WA 98332

Equal Opportunity & Drug-Free Employer

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.*