



## **SENIOR PROJECT ENGINEER**

### **Responsibilities:**

- Support the project team as need in Expedition:
- Log-in and track Contracts & Purchase Orders.
- Log-in, track and review shop drawings and submittals.
- Log-in and receive Insurance Certificates.
- Create and update Vendor and Subcontractor Contact Log.
- Price and create Proposed Change Orders
- Submit, track response and issue Requests for Information
- Assist with submitting for building permits and follow up with any issues related to this.
- Assist with plan revision submissions to municipality
- Assist in follow up on contracts, Insurance Certificates, Insurance discrepancies & Contract modifications with Messam Construction Attorney
- Address Subcontractor issues as appropriate
- Assist with Project Schedule Narratives
- Assist with creating weekly meeting minutes – Owner’s and Subcontractors meetings
- Assist in set up coordination meetings with Subcontractors
- Assist with descriptions for Purchase Orders and Subcontract Requests
- Assist in obtaining and tracking Subcontractor warranty certificates
- Assist in obtaining information and assembling close out manuals
- Assist APM/PM with any additional duties.

### **Qualifications:**

- Bachelor’s degree in applicable discipline
- 3-5 years of related experience

### **Physical Demands and Work Environment:**

While performing the duties of this job, the employee is regularly required to sit for long periods of time; talk or hear; perform fine motor, hand and finger skills in the use of a keyboard, telephone, or writing. The employee is frequently required to stand; walk; and reach with arms and/or hands. Specific vision abilities include close vision, distance vision, depth perception and the ability to adjust focus. The employee will spend their time in an office environment with a quiet to moderate noise level.