

## PROJECT ENGINEER

### OVERVIEW

The project engineer is responsible for all on-site project administration, scheduling and engineering and regulatory compliance. Plans, coordinates and manages on-site construction engineering activities and schedules and communicates with subcontractors. Prepares monthly pay estimates and updates the project schedule. Prepares, coordinates and updates job budgets, change orders and cost reports for project and district manager's review and approval.

### KEY RESPONSIBILITIES

- Review, implement and enforce the project Accident Prevention Plan
- Understand specifications, plans and general requirements of specific owners
- Review the owner's pay estimate prior to management's approval and verify payments from owner
- Supervise cost report management and lead regular review meetings
- Manage project document control system
- Identify issues early and work to develop solutions
- Develop and maintain site plans with Superintendent; and make field inspections
- Coordinate the development and updating of project schedules
- Ensure proper environmental permits are in place (identify any state or local laws relating to environmental compliance) and communicate permit requirements to operations.
- Verify that all completed work complies with applicable codes, drawings and specifications.
- Purchase and track progress of the major Vendors and Subcontractors to ensure that materials are manufactured and delivered in a timely fashion as not to impact the project schedule.
- Management of subcontractors and vendors schedule, performance, and payment reviews prior to management approval
- Generate and maintain the project submittal log, Requests for Information log, and correspondence with client/owner.
- Work with Project management team to track and report project costs to senior management. Update project cost/revenue forecasts, identify financial risks/opportunities.
- Ensure timely notices as required to the owner to protect company interests regarding extra work, change orders, delays, impacts, etc., which requires independent contract analysis;
- Assist in managing project claims in collaboration with legal counsel;
- Assist Estimators with take-off and bidding
- And other duties as assigned

## SKILLS DESIRED

- Functions effectively as part of a team;
- Computer proficient and the ability to adapt to new innovations and processes;
- Strong written, communication, and problem solving skills;
- Estimating skills a plus;
- Demonstrates good management and leadership skills;
- Excellent time management and organizational skills;
- Good math/accounting skills;
- General understanding of industry
- Ability to maintain discretion and confidentiality always;
- Ready and willing to learn new skills to enhance their career growth.

## QUALIFICATIONS DESIRED

- BS in Civil Engineering or Construction Management
- Prior Heavy/Highway or marine experience on projects over \$20 Million beneficial but not necessary
- Minimum 1-5 years of engineering experience in heavy/highway construction a plus
- Familiarity with marine construction and bridge construction preferred but not required
- **Primavera, HeavyJob** experience is preferred
- Strong working knowledge of Excel and Word required

## ABOUT C. J. MAHAN CONSTRUCTION COMPANY, LLC

Based in Columbus, Ohio, C.J. Mahan Construction Company, LLC is a heavy-civil and marine contractor with a proven track-record for success on some of the most challenging and complex infrastructure projects east of the Mississippi. Perhaps best known for our expertise in major bridge structures, Mahan has nearly forty years of experience in the design and construction of a wide range of bridge types.

## BENEFITS

C.J. Mahan's benefits program includes comprehensive medical and dental care, 401K, paid time off, flexible spending accounts, disability coverage, and other benefits that help provide financial protection for you and your family.

To apply please send your resume to [humanresources@cjmahan.com](mailto:humanresources@cjmahan.com) and use "Project Engineer" as your email's Subject line.

*C.J. Mahan Construction Company, LLC provides employment and opportunities for advancement, compensation, training, and growth according to individual merit, without regard to race, color, religion, sex, national origin, sexual orientation, marital status, age, or disability. Our goal is for each employee to have the opportunity to grow to the limits of their abilities and to achieve personal and organizational objectives.*