

Construction Project Engineer | San Francisco, CA | \$85-90k

On-Site, Full Time, Direct Hire

We are immediately interviewing for a Project Engineer to join an excellent general contractor team! As the Project Engineer, you will play a crucial role in managing project documents, ensuring accurate information is generated and distributed to relevant parties in a timely manner. Your responsibilities will also include maintaining organized project folders and providing support to the Project Manager in various project-related tasks. If you have a background in Construction Management or Engineering and possess strong organizational and communication skills, we want to hear from you! [Apply now here](#) or call Aileen at (888) 303-5627 for more information!

Key Responsibilities:

- Create, publish, send, and file requests for information and submittals.
- Organize bid documents, request any missing documents, and maintain proper file structure.
- Generate and review Change Order Requests before submission.
- Manage subcontractor project documents.
- Track and file field Daily Statement of Labor (DSLs) for Change Order Requests.
- Ensure compliance with project specifications and standards.
- Manage contract drawings, update sets, and inform the team of changes.
- Provide up-to-date drawings to the installation crew.
- Assist in tracking and controlling project costs.
- Coordinate internal project processes from design to installation.
- Source vendors and collect pricing for project-specific materials.
- Attend and actively participate in project meetings.

Key Qualifications:

- 2-4 years of trade experience
- Degree in Construction Management or Engineering preferred
- Experience with miscellaneous materials (steel stairs, railings, gates, ladders, etc.) a bonus
- Well-versed in MS Projects
- Procore Construction Software experience is preferred
- Local travel may be required

Benefits:

- Medical, Dental & Vision plan (Health and Welfare Benefits)
- Paid vacation
- 401k with company match
- Profit-sharing opportunities
- Career development assistance