



## Project Engineer

M Luis Construction Co., Inc. is a woman and minority-owned, multi-generational, and regionally recognized asphalt manufacturer and construction services company. We employ an inclusive group of educated professionals, engineers, and construction specialists, focusing on solving customer's challenges by providing high-quality products and exceptional service. We help our clients by developing and providing solutions to meet various deadlines, specifications, and budgets. Since 1985, M Luis has successfully and safely manufactured hundreds of thousands of tons of quality asphalt and paved thousands of lane miles of roads and highway.

As part of our efforts to provide high quality products and exceptional service, M Luis Construction Co., Inc. is looking to bring on board a Project Engineer. The Project Engineer will be responsible to assist with managing construction projects and ensuring that projects are completed on schedule, within budget, and constructed per the drawings and specifications. This is full-time position and an opportunity to deliver a high standard of work while developing a successful career.

**Job Description** - Duties and Responsibilities include, but are not limited to:

- Measure, report and forecast accurate cost and revenue
- Review contract documents, drawings and specifications
- Assist Project Managers in defining project budget and cost codes
- Ensure the acquisition of permits, through the appropriate channels, as needed
- Maintain and update RFI, Change Order and Submittal Logs
- Support quality control by making sure approved high quality, safe materials are being used
- Assist with drafting and submitting Request for Change Orders and RFIs
- Review, approve, and track subcontractor invoices
- Review, approve, and track performed quantities
- Monitor work to ensure means and methods are properly followed and are effective
- Maintain and update project schedule
- Enforce contract close-out timeline and reconcile with Subcontractors
- Review cost data for accuracy and assist Project Management in generation of projection updates
- Additional administrative duties as needed

**Qualifications and Experience:**

- 1 to 3 years of project management experience in the construction industry
- 4 years' bachelor's degree in civil engineering, construction management or related field
- Ability to read and write in English

**Skill Requirements:**

- Team player with self-confidence and professional presence
- Proficiency in Microsoft Office (Word & Excel) and Primavera
- Excellent organizational and interpersonal skills
- Ability to initiate tasks and execute accurately & effectively (detail oriented)
- Ability to administer and prioritize several tasks, projects and requests independently and concurrently

**Additional Requirements:**

- Attitude/Cooperation, must always maintain a courteous and professional manner with co-workers, customers, and public
- Ability to be flexible with last minute schedule changes
- Required to have transportation to and from job sites
- The work environment will consist of a mix of office and field work

**Safety:**

- Ability to adhere to personal protective equipment (PPE) policy and maintain individual PPE in a functional condition. Personal Protective Gear Provided, with exception to work boots.
- Hired employees will receive safety training and hence forth must always maintain the safety standards outlined within the company safety program.

**Compensation and Benefits:**

Competitive salary commensurate with experience and full benefits package including medical, vision and dental insurance, supplemental insurance, paid time off and holidays, 401k and the opportunity for growth and personal development.

**Preplacement Requirements:**

Potential Candidates must be willing to submit to a company required background check and preplacement drug analysis to be considered for hire.

M Luis Construction Co., Inc. participates in E-Verify.

M. Luis Construction Co., Inc. is an Equal Employment Opportunity and Affirmative Action Employer. All qualified applicants will receive consideration for employment without regards to that individual's race, color, religion or creed, national origin or ancestry, sex (including pregnancy), sexual orientation, gender identity, age, physical or mental disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by law.

If you are interested, and your profile matches the company's requirements, apply to be part of one of the leading companies in asphalt production and roadway construction industry to continue delivering high quality products and services. Send an email to [stefany.hernandez@mluisconstruction.com](mailto:stefany.hernandez@mluisconstruction.com) with your resume and contact information. You can also visit us to fill an application at the following addresses:

**Corporate Office:**

12200 Plum Orchard Drive Suite 110, Silver Spring, MD 20904