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POSITION TITLE: Project Engineer

POSITION DUTIES: 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. 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. 40 hrs/wk.

MINIMUM REQUIREMENTS: Bachelor's degree in Civil Engineering.

LOCATION OF EMPLOYMENT: 12200 Plum Orchard Drive, Suite 110,
Silver Spring, MD 20904

If interested, please mail resume to 12200 Plum Orchard Drive, Suite 110, Silver Spring, MD 20904