

## Mark Young Construction, Inc.

Job Description – Project Engineer



JOB TITLE: Project Engineer  
EXEMPT (Y/N): Yes  
LOCATION: Colorado and Surrounding States  
DEPARTMENT: Operations  
SUPERVISOR: Superintendent/Project Manager

### **Position Summary:**

The Project Engineer in this position works closely with the Superintendent, Project Manager, Owner, Sub Contractor and others on his/her team and is primarily focused on performing all submittal, RFI, change orders, meeting minutes, budget revisions, and job closeout. This position offers the opportunity to gain experience working with Superintendents, Project Managers, Subcontractors, and MYC Office staff. Opportunities also exist for exposure to Clients, Architects, Engineers and Consultants to determine the work scope and costs for building projects.

### **Essential Duties and Responsibilities:**

- Carry out elements of Owner contract and Sub Contractor contracts – Specifications, drawings, general conditions, supplementary conditions, addendums, changes
- Read and comprehend blueprints for use in the field and in discussion with Owners, Architects, MYC Management and crews
- Analyze and understand self-performed work. Analyze processes – make suggestions to be efficient and effective
- Work with crews in the field – know the fundamentals of MYC and self performed work, know the deadlines and timelines crews are on, answer crew questions, guide crews to meet established deadlines
- Field Layout
- Familiar with ICBO, ASTM, ANSI, ACI, UMC, etc.
- Understand and carryout MYC Operations Manual guidelines
- Completion/assistance with timecards, daily construction reports, equipment logs, daily and weekly safety inspections, weekly safety meetings
- Assist with Estimating/Perform Quantity Take-offs
- Master the MYC filing system.
- Understand and carryout MYC Safety Manual guidelines
- Establish safety on site – correspond with MYC staff and Safety Consultants regarding safety concerns, corrections, and policies.
- Understand delivery ticket process

### **Qualifications & Requirements:**

- Bachelor's degree (B.S.) in Civil Engineering or Construction Management from a 4-year college, or two (2) or more years of related commercial construction industry experience
- Ability to read and analyze construction documents for commercial and civil construction projects
- Knowledge of Microsoft computer applications (Word, Excel, PowerPoint)
- Ability to compose reports and business correspondence
- Ability to effectively and efficiently communicate with Managers and Vendors
- Mathematical proficiency utilizing fractions, percentages, ratios for practical situations
- Ability to solve practical problems and examine a variety of tangible variables
- Ability to interpret a variety of written and oral communications
- Ability to be located out of town and possibly out of state
- Ability to pass drug test, background investigation, OSHA 30 Hour
- Ability to work legally in the United States
- Ability to work nights and weekends occasionally
- Have transportation to/from work
- Ability to attain safety training certificates/cards for equipment specifically but not limited to OSHA 30 hour, Forklift certification, Aerial or Boom Lift certification, Scissor Lift certification, First Aid and CPR
- Ability to learn and follow safety instruction from supervisors, safety consultants, and/or OSHA representatives

### **Physical Requirements:**

The employee must frequently lift and/or move up to 50 pounds. Employee may be required to drive long distances. Employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms including above the shoulders, climb or balance, stoop; kneel, crouch, crawl, talk, and hear. Close, distance, color, peripheral, and depth perception vision is required. The employee is occasionally required to sit.