

Project Engineer

Department: Building

Supervisor: Project Manager, Chief Operations Officer

Compensation: FLSA Status Exempt

Location: Kirkland, Washington

Position Summary

Assists project personnel in planning, directing and coordinating activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters.

Position Responsibilities

- Assist with pre-construction phase as needed; i.e., plan outline, bid packages, etc.
- As part of a project team, lead project personnel in planning, directing and coordinating activities of designated project
- Develop and maintain good working relationships with designers, subcontractors, and vendors
- Assist superintendent in the review of work quality and jobsite safety
- Assist with change orders; obtain information for pricing by project manager
- Develop submittal requirement log/listing. Solicits, logs and checks submittals.
- Generates RFIs applicable to duties. Ensures proper logging of RFIs.
- Assists in development of meeting minutes
- Walk jobsite daily to review conditions/progress and take photos
- Update schedule information
- Reviews subcontractor pay requests
- Exhibits moral and ethical behavior in all business and personal activities in accordance with Osborne's Code of Business Ethics and Conduct Policy
- Follows company safety policies and procedures
- Must be willing to travel, if required

Essential Skills and Experience

- A Bachelor's Degree in construction management, construction science, architecture, or engineering, or 4+ years of construction experience assisting project personnel in commercial general construction projects
- Knowledge of building construction, means and methods, and drawings and specifications
- Working knowledge of Microsoft Office suite programs and computer based scheduling software
- Current driver's license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Equal Opportunity Employer

Osborne is an Equal Opportunity Employer that does not discriminate against any applicant for employment or any employee because of race, ethnicity, religion, gender, gender identity, sexual orientation, age, veteran status, genetic information, disability status, or any other protected category.

Drug-Free Workplace

Osborne maintains a drug and alcohol-free work place. Drug tests are performed by Osborne for the following: pre-employment, post-accident, randomly, and for cause.

Email your resume to careers@osborne.cc or fax it to (877) 483-9782

This Organization Participates in E-Verify.