

POSITION TITLE: PROJECT ENGINEER

REPORTS TO: PRESIDENT OF CONSTRUCTION

LOCATION: ALBANY, NY

POSITION SUMMARY: Coordinates drawing and specification information between HLC, Architect/Engineer of Record, and the project subcontractors.

ESSENTIAL DUTIES:

- Submittals
- RFI's
- Specification and drawing reviews
- Answer questions from subcontractors, and HLC team
- COR's/PCO's for 3rd party projects
- Make sure printed RFI's and submittals are at project jobsite
- Follow up on issues with projects
- Price and compile information for items missed during buy out stage
- Help with all projects with issues
- Gather and maintain safety info and contract in book at project sites
- Will maintain all above in new cloud-based program "Team"

KNOWLEDGE AND SKILL REQUIREMENTS: Proven experience as construction project manager with an in-depth understanding of construction procedures, material and project management principles. Familiarity with quality and health and safety standards. Knowledge of Microsoft Office. Familiarity with construction and project management software. Outstanding communication and negotiation skills, excellent organizational and time-management skills and team player attitude with leadership abilities. BS/BA in engineering, building science or relevant field. Project Manager Professional certification or equivalent a plus.

TYPICAL PHYSICAL DEMANDS: Regularly use hands to manipulate tools, controls, phones and computer keyboard. Frequently stand, reach with hands and arms, climb, balance, and stoop. Sit and stand to do clerical work. Regularly lift and move field and office supplies up to 50 lbs.

TYPICAL WORK CONDITIONS: Work is performed in the field and an office environment. Employee may interact with subcontractors, developers, local and state agencies and other staff members during the workday. This position may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.