



**BROADWAY MECHANICAL-CONTRACTORS, INC.**

*Mechanical Solutions that last Generations*

# Project Engineer

## Job Description

Broadway Mechanical-Contractors, Inc (BMC) an Oakland based mechanical contracting company is seeking a Project Engineer. The role of this position is to assist with a plan, carry out and finalize projects according to contract scope, schedule with direction and approval from the Project Manager. The position also has the responsibility of gathering quotes for selecting, and choosing subcontractors, vendors, and consultants. Product submittals, shop drawing tracking as well as acquiring details for approval as the projects require are also the responsibility of the Project Engineer. Update documents, post RFI's, learn how to prepare estimates and change proposals, and learn how to cost code the base contract and change orders.

The person in this role will work at jobsites and/or out of the Oakland office as needed.

## Major Responsibilities/Activities

- Build and maintain the product submittal packages based on job specifications
- Coordinate with the engineering team for the submittal and tracking of all shop drawings
- Request quotes for fixture, equipment and large material purchases prior to purchase and prepare comparison spreadsheets for the review and selection of the vendors by the Project Manager
- Request quotes from subcontractors and consultants for review and selection with the Project Manager
- Prepare subcontractor contracts for review, and approval by the Project Manager for execution
- Conduct weekly site visits to verify installation conforms to submitted product drawings and specifications
- Attend and assist in preparing for in-house preconstruction startup meetings
- Use Change Estimates, Transmittals, RFI's, and other logs
- Maintain any needed recordkeeping devices for a clear representation of the history of the projects
- Communicate to superior immediately any construction design, delays, cost overruns, or other elements that could give rise to disputes or changes
- Participate in cross training for team member duties in order to assist with team members' workloads as needed for the success of the projects
- Process Change Orders under the supervision of the Project Manager
- Basic software programs used are Outlook, Excel and Word. Any experience with CADD is a plus. Training provided for Estimating and Project Management software
- Become accustomed to priorities changing, schedule shifts, with reasoning and problem solving skills

## Minimum Requirements

0 to 3 years experience in related trades of construction. Construction Management, Engineering or Management degree is preferred.

To be successful, you should:

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Contractor License No. 584263

- Possess proficient computer skills (Excel, Word, Outlook, MS Project, AutoCad)
- Be organized and able to help others organize their work
- Be able to multi-task and set own priorities
- Be a self-starter and able to work with minimum structure and supervision
- Be punctual and dependable
- Be able to read and interpret a set of plans and specifications, recognizing problems before they occur
- Have the ability to identify and resolve complex issues
- Be resourceful and diplomatic in finding solutions to problems

