

Project Engineer I

Valenti Builders, Inc.

Location: Chicago, IL

Intro:

The Project Engineer assists in the management of projects, with emphasis on cost control, scheduling, expediting and other related tasks from conceptual stage budgeting and planning through project delivery and closeout.

The Company:

Founded in 1938, Valenti Builders is a general contracting, construction management, and design build firm headquartered in Chicago, Illinois. Valenti builds projects and partnerships across a diverse section of market sectors. We take deep pride in delivering a client experience that exemplifies professionalism, care, and service. As a member of the Valenti team, you will be expected and required to deliver built environments in the best interest of our clients, collaborate and support internal and external team members, develop skills and abilities that allow for accelerated upward career mobility, and take personal ownership and pride in what you do individually and what we do as a firm.

The Opportunity:

Project Engineers serve a vital role in the successful execution of every project. Project Engineers will be engaged with project lifecycles from conceptual stage budgeting and planning through project delivery and closeout. They will have direct interface and will maintain quality working relationships with internal teams, clients, architects, engineers, and subcontractors. Project Engineers will advance new construction technology and develop and deliver highly organized information to all project stakeholders. Project Engineers will demonstrate a willingness to be challenged, a desire to take on more responsibility, and the promotion of the superior client experience we offer at Valenti.

Major Roles & Responsibilities:

Scheduling:

- Collaborate with internal and external team members to prepare and maintain Critical Path Method preconstruction and construction schedules
- Update in progress schedules periodically for reporting and compliance with the overall project schedule
- Analyze in progress schedule changes and report data and trends to the project team
- Interface with project teams to design and implement the schedule and sequence changes to maintain the overall project schedule
- Conduct onsite subcontractor progress meetings with superintendent and subcontractor management teams to drive the schedule progress

Communication / Documentation

- Accept and excel in the role of primary communication agent on the project team
- Attend and participate in weekly onsite Owner/Architect/Contractor meetings
- Prepare and distribute meeting minutes with diligent follow up on outstanding items
- Prepare and maintain all project related logs and reports required for precise communication to all stakeholders and successful execution of the project
- Maintain project drawings and documentation in real time and push information to all stakeholders
- Review and maintain working knowledge and understanding of all project drawings and documentation

- Review shop drawings and submittals for completeness and compliance with contract documents
- Administer the mock up installation, review and approval process
- Review onsite installations for completeness and compliance with contract documents.
- Develop, administer, and maintain the project submittal process via technology and per company policies and procedures
- Analyze the submittal process status, advise the project team on delays or issues, and develop recovery efforts to mitigate any potential schedule issues
- Manage the project punchlist and closeout process

Project Management / Financial Management

- Collaborate with the project team to develop overall bid strategy, develop subcontractor scope sheets, and ensure no scope overlaps or gaps exist during the bidding phase
- Negotiate select bid packages with bidding subcontractors
- Issue subcontracts to subcontractors and ensure conformity to the internal process and policies
- Collaborate with the project team to identify changes in the contract documents
- Assist in the development of change order pricing and negotiation with subcontractors
- Assist in the development of monthly pay applications and weekly field operations cost coding and cost allocation
- Assist in the development of monthly job cost reporting, analyze trends, and report back findings and assessments to the project team
- Collaborate with the project team in the development and administration of contract change orders and subcontract change orders

General

- Acceptance of and adherence to company policies and procedures
- Be a kind, honest, collaborative, communicative, and supportive team member who thrives in working in a culturally diverse environment and city
- Actively pursue additional training, education and experience that allows for career advancement opportunity
- Be willing to serve on internal company committees that shape future policy and procedure
- Be willing to mentor and teach new team members as they come on board
- Do your job and take personal ownership in your role and responsibility to team members
- Demonstrate service leadership