



Position Title: Project Engineer/Assistant PM	Location: Various
Supervisor: Project Manager	Exemption Status: Exempt
Department: Project Management	Full/Part-Time: Full Time

Founded in 1984, BEAR Construction Company is a family-owned General Contracting and Construction Management firm located in Chicagoland, completing work throughout Illinois and Wisconsin. In addition to our 100+ full-time professionals, we also employ a large team of union carpenters, laborers, and painters.

Position Overview

Project Engineer or Assistant Project Manager will work under the direct supervision of Project Manager. Work will include contract administration, daily reports, correspondence, quality control inspections, coordination of subcontractors, some estimating, and job supervision. The Project Engineer or Assistant Project Manager will be assisting in budgeting, organization, implementation and scheduling of the projects from preconstruction through final closeout and must be willing to travel between our office and multiple project sites. This is an excellent starting management position with opportunity for an individual to further advance in the construction field. Project Engineers and Assistant Project Managers are responsible for a wide range of responsibilities, both on-site and office based, from preconstruction through final closeout and must be willing to travel between our office and multiple project sites.

Responsibilities:

- Working to develop, drive and implement project goals as a core member of a dedicated team
- Read and understand each new project prior to build
- New project setup and coordination
- Working with the project team in the development of bid packages / scopes of work, construction schedules and site utilization programs
- Monitor compliance to applicable codes, practices, QA/QC policies, performance standards and policies
- Coordinating procurement of permits and inspections
- Prepare and monitor execution of commitment records and associated insurance / bonding documents
- Maintaining, conducting, and policing detailed procedures for the submittal, review, coordination, approval, and distribution of drawings, samples, etc.
- Maintaining and distributing all project files relating to subcontract and bid package records, plans, specifications, changes, clarifications, RFI's, as-built documents, etc.
- Maintaining a system to expedite construction materials, deliveries and equipment lists
- Preparation and distribution of meeting agenda and minutes
- Prepare internal and external reports pertaining to job status
- Managing change events, expediting vendor estimates and proposals and preparing appropriate company estimates and proposals for changes to be submitted to the owner

- Determining appropriateness and preparing subcontractor change orders to be processed through the Project Manager
- Prepare prime and subcontractor contract Change Orders and process for review and approval
- Manage the close out and punch list process
- Maintain client relationships by meeting and managing client expectations, professionally addressing any concern or escalating issues as appropriate

Qualifications:

- Associates or Bachelor's Degree (A degree in Construction Management or Engineering preferred)
- Results-driven ability to effectively manage and follow-up on multiple priorities
- Be organized and team-oriented
- Be knowledgeable in the construction industry and have an understanding of reading technical plans. MEP, Blueprints, and other specifications
- Possess strong verbal and written communication skills with all levels of employees, management and outside parties such as owners, Architects, Engineers, subcontractors, suppliers and co-workers
- Be experienced with computers, data entry, keyboarding, MS Word, Excel & Outlook, Adobe Acrobat, Microsoft Project and Procore Project Management a plus and have the capacity to learn/adapt to other construction industry programs
- Work directly with the Project Manager and Site Superintendent to support in any administrative functions

Opportunities for Growth

Additional responsibilities, cross-training and internal advancement opportunities are a few examples of how BEAR Construction Company's management team continually strives to motivate and challenge employees.

BEAR Construction is an Equal Opportunity Employer.