

Contri Construction Company

POSITION TITLE: Project Engineer

POSITION LOCATION: Las Vegas, NV

POSITION DESCRIPTION:

- Assist in the maintenance of basic project recordkeeping and correspondence including submittals, daily reports, photographs, and requests for information (RFIs)
- Perform basic engineering calculations and technical drafting to support field operations
- Assist Project Managers to gather and prepare data for submittal or transmittal to the customer, vendors, subcontractors, governmental agencies, and internal use
- Assist in preparation of purchase orders and subcontracts
- Perform material takeoffs from drawings, specifications and other contract documents
- Assist in the preparation and submission of estimates and bids
- Assist in schedule maintenance and performing updates as directed by others
- Assist in generating change orders and as-built data to be reviewed by the Project Manager
- Assist in the preparation of Job Hazard Analysis (JHA's)
- Participate in jobsite safety reviews, toolbox meetings, and safety training
- Order and schedule material deliveries
- Plan, schedule, and coordinate subcontractors on the jobsite; Provide field support and supervise subcontractor operations

DESIRED MAJORS: Civil Engineering

REQUIRED QUALIFICATIONS:

Undergraduate degree in Civil Engineering or Construction Management; Working knowledge of computers and experience with Microsoft Word, Excel and AutoCAD; Strong organizational and time management skills; Strong written and verbal communications skills; Ability to read and interpret construction drawings and specifications; Good attention to detail, with the ability to recognize discrepancies; Strong work ethic; The ability to work independently as well as part of a team; 0-2 years of related professional experience in the construction field.

HOW TO APPLY:

Interested candidates should apply by emailing their résumé to Tommy Caviglia at tcaviglia@contrinv.com.