

**Full Job Description:**

Contri Construction Company has an immediate opening for an entry level Project Engineer in the heavy civil construction industry. The Project Engineer will work with senior level management to support project documentation, subcontractor coordination, project QA/QC responsibilities, and scheduling. Contri Construction Company is a heavy civil contractor established in 1970 and based out of Las Vegas, Nevada, specializing in large diameter wet utilities.

**Major Responsibilities:**

- Provide general project support to Project Managers, Project Superintendents, and Field Foremen.
- Prepare and maintain project documentation. Including but not limited to submittals, RFI's, RFS's, daily reports, as-built drawings, testing and inspection logs, progress photos, and additional supporting documents.
- Assist with preparation of monthly progress billings, monthly subcontractor invoicing. Coordinating with superintendents and foreman to ensure project goals and expectations are met.
- Assist with purchase order generation, material ordering and tracking.
- Assist with the tracking and preparation of force account work and change orders.
- Coordinate with project surveyors on jobsite surveys and as-builts.
- Assist with project close-out procedures and documentation.
- Assist with the preparation of traffic control plans, maintenance of traffic control plans, and coordination with traffic control subcontractor for scheduling.
- Coordinate with subcontractor on submittal requirements, scheduling, and project quality control requirements.
- Assist with the preparation of job hazard analyses (JHAs), conduct weekly toolbox meetings, coordinate safety training, assure compliance with Contri safety policies and OSHA safety standards.
- Assist with the creating of the baseline schedules and monthly schedule updates.
- Other duties as assigned by the Project Management Department.

**Requirements:**

- Undergraduate degree in Construction Management, Civil Engineer, Construction Engineering or equivalent preferred. High School diploma or equivalent required.
- 0-5 years prior experience in construction. Contri is willing to provide training to the correct applicant.
- Ability to read and analyze contract plans, specifications, and contractual documents.
- Applicant must be a motivated individual who can operate independently and thrive in a busy environment.
- Detail oriented, with good organizational and time management skills.
- Strong interpersonal, written, and verbal communication skills
- Experience with CAD, Excel, Word, Outlook, Adobe, Topcon 3-D Office, Microsoft Project, and Bluebeam preferred but not necessarily required. Ability to quickly learn new software required.

Job Type: Full-time

Pay: Extremely competitive. Negotiable, based upon experience level and education.

Benefits:

- Contri-sponsored Profit-Sharing Program
- Health, Dental, and Vision insurance
- Paid holidays, vacation, and sick days
- Company vehicle with fuel following probationary period and passing driving history check
- Company cell phone
- Relocation assistance negotiable