



POSITION: **PROJECT ENGINEER – SITE CONSTRUCTION**

A full-time, permanent position in the Engineering – Site Development Department.

Duties and Responsibilities:

- Oversee, coordinate, and monitor site construction to ensure conformance with project requirements and timely completion.
- Plan future developments and the possible methods of construction that will be the most economical and cost effective for the company.
- Budget preparation, including change order review and analysis, and monthly progress billing approvals.
- Project cash flow analysis.
- Review and monitor project plans and specifications to ensure contractors have the most current information.
- Monitor NPDES and BMP measures and confirm the company and contractors are in compliance with the updated requirements and plans.
- Develop and maintain site logistics plan and construction schedules for the project contractors, including the residential construction team.
- Schedule and participate in weekly project progress meetings with Contractors.
- Obtain the necessary documentation to close Engineering's grading and stockpiling permits.
- Schedule and coordinate inspections and turnovers, including landscape turnovers to community and homeowners' associations.
- Monitor landscape maintenance programs.
- Monitor project punch lists through completion.

Qualifications:

- *College degree and/or prior sitework construction experience, 5 years minimum experience.*
- *Computer literate and working knowledge of MS Word, Excel, and Outlook.*
- *Ability to read and understand sitework construction plans.*