

<b>Job Title:</b>	<b>Project Engineer</b>	<b>Job Category:</b>	<b>Project Management</b>
<b>Department/Group:</b>	<b>Commercial Group</b>	<b>Job Code/ Req#:</b>	<b>N/A</b>
<b>Location:</b>	<b>Denver Metro Area</b>	<b>Travel Required:</b>	<b>None Anticipated</b>
<b>Level/Salary Range:</b>		<b>Position Type:</b>	<b>Full Time Salaried</b>
<b>Contact:</b>	<b>HR Department</b>	<b>Date posted:</b>	<b>April 4th, 2017</b>
<b>Will Train Applicant(s):</b>	<b>Varies, OJT</b>	<b>Posting Expires:</b>	<b>Until filled</b>
<b>External posting URL:</b>			
<b>Internal posting URL:</b>	<b>Website, Facebook, LinkedIn</b>		
<b>Application Requirements:</b>	<b>Cover Letter, Resume, Minimum of Three (3) Professional References</b>		
<b>Please Submit Applications Via Fax, Email, or Mail</b>			
<b>Fax: 303.371.5027</b> <b>Email: <a href="mailto:hr@gilmorecc.com">hr@gilmorecc.com</a></b> <b>Mail: Gilmore Construction Corporation</b> <b>Attn: Human Resources Department</b> <b>4949 Ironton Street</b> <b>Denver, CO 80239</b>		<b>EEO Employer</b>  <b>Special Requests: No Phone Calls Please</b>	
<b>Job Description:</b>			
<b>Job Purpose:</b>  Provide administrative and construction coordination in support of the field Superintendent and Project Manager. The Project Engineer is responsible to the Project Manager for assisting in the complete construction and administration duties to implement, organize and maintain an organizational and management system. The Project Engineer will monitor and follow up on each vendor's compliance with the contract documents and orchestrate the timely flow of information for each component in the appropriate time frames to meet schedules and quality requirements.			
<b>Reports to:</b> VP of Construction Operations			
<b>Duties and Responsibilities include but not limited to:</b>			
<ul style="list-style-type: none"> <li>• Work with the Project Manager and Superintendent in the final development of various bid packages and construction schedule.</li> <li>• Establish and maintain various project engineering files related to subcontracts, purchases, document control, drawings, specifications, changes, information requests and as-built documents.</li> <li>• Review all vendor schedules of values and prepare the general schedule of values in coordination with the Project Manager.</li> <li>• Manage the periodic procedure for review, submit and process the payment application in coordination with the Project Manager.</li> <li>• Evaluate subcontractor payment requisitions relative to actual work in progress.</li> </ul>			

- Establish, maintain, conduct, and monitor detailed procedures in the review, coordination, approval and distribution of vendor and subcontractor shop drawings, samples, product information and operational requirements in compliance with contract documents and quality requirements.
- Work with the Project Manager and Superintendent in the preparation and execution of a site utilization plan.
- Coordinate field documentation of project and site activities through engineering observation reports, photos, non-compliance reports and other recordable means in support of the Superintendent's daily reports.
- Maintain and submit the general construction schedule including reports of activities in non-compliance with the progress required to meet the completion date as established in the contract documents.

**Skills/Qualifications:**

- Minimum 2 years experience in construction or construction-related field.
- Bachelors degree in Construction Management or related field of study. Experience could be substituted for education.
- Proficient computer skills in Microsoft Office, Outlook and Microsoft Project.
- Proficient computer skills in computer based drafting, take off or estimating programs.
- Good oral and written skills.
- Must pass criminal background check.
- Must pass drug test.
- Good driving record.