



**TITLE:** Project Engineer (exempt / non-union / full time / in-person)

**To apply, email:** [kristinav@cvg-builders.com](mailto:kristinav@cvg-builders.com)

**Reports to:** Project Manager / Project Executive / COO

**Position Summary:** The Project Engineer is responsible for assisting with all logistical aspects of CVG's commercial building projects, including estimating, bidding, responding to RFPs, scheduling, managing subcontractors, and client communication. All project administrative duties are shared and executed by the Project Engineer under the guidance and direction of the Project Manager. This position works closely with all project team members to develop and maintain client relationships, to complete projects to CVG's high-quality standards, and to meet overall company objectives.

***Are you ready to put your construction related degree to use and build exceptional projects with a knowledgeable and fun team? Are you looking to get your foot in the door at a rapidly growing company? If so – come join us!***

**ESSENTIAL DUTIES & RESPONSIBILITIES** (not limited to):

**Project Engineer**

- Review and understand plan specifications and documents for overall project knowledge.
- Maintain and organize copies of all bid and RFP documentation.
- Assist with bid process – produce plans, call subcontractors, collect bids, organize bid binders.
- Organize and follow up on bid job walks.
- Work with PM to develop scopes of work and schedules.
- Assist in project buyouts.
- Prepare, update, and distribute OAC meeting notes on a weekly basis for all projects.
- Coordinate the permit process with local project government offices. (i.e., Planning, Building, Public Works, Fire, etc.).
- Process, track, distribute, and manage approved documentation (subcontractor submittals, RFIs, drawings, change orders, project schedule) in collaboration with Project Manager.
- Review subcontractor invoices for contract accuracy, percentage of completion, and proper backup documents.
- Assist Project Manager with preparation of project invoices.
- Generate and track punch list and closeout documents.
- Accurately record time spent on various tasks by job number and tracking number for payroll and job costing.
- Maintain and uphold safety and quality control to CVG's highest standards.
- Consistently visit jobsites.
- Take initiative to learn from Superintendents - best practices of field processes, procedures, and constructability of projects.
- Maintain working knowledge of all systems used or request training.
- Work towards taking the lead on smaller projects.

**EDUCATION/EXPERIENCE/QUALIFICATIONS:**

- Holds a degree in Construction Management or Civil Engineering or has prior experience in construction project management.
- Proficiency with Word, Excel, and Outlook required. Experience with Bluebeam, Microsoft Project, Procore, and Sage 300 recommended.
- Completion of OSHA 10/30 required.
- Strong communication skills (verbal and written).
- Organized with a strong attention to detail and accuracy; excellent follow-through skills.
- Ability to build and foster positive team relationships.
- Maintains a professional environment, demonstrates ethical behavior, and uses good judgement.
- Be adaptable, flexible, and resilient while managing multiple tasks concurrently in a fast-paced environment.
- Valid Driver's License, valid auto insurance, and reliable transportation.



**EXTENSIVE EMPLOYEE BENEFITS PACKAGE:**

- **Paid Time Off (PTO):** Full-time exempt employees begin accruing PTO on the first day of employment. New employees are not eligible to use PTO until they have completed at least 90 days of employment. Employees accrue PTO based on length of employment, per an 80-hour pay period.
- **Paid Sick Leave:** You will receive 24 hours (3 days) of paid sick leave per year, beginning on your date of hire.
- **Holiday Pay:** (10) Paid Company Approved Holidays.
- **Cell Phone Allowance:** \$50/month reimbursement for usage of employee-owned cell phone.
- **Computer:** Company laptop
- **Education Reimbursement:** CVG encourages continued industry related education and training. With pre-approval, employees will be 100% reimbursed for training outside of the company.
- **Retirement Programs – 2:** Profit-Sharing Plan, Cash Balance Plan to help our full-time employees achieve a secure retirement.
- **Discretionary Bonuses:** You will be eligible to participate in our bonus plan.
- **Health Benefits:** 100% company-funded Medical, Life, Vision, and dental insurance for employee
- **Employee Assistance Program (EAP)**

**OFFICE PERKS:**

- **Full Gym:** Amenities include shower facilities, equipment, free weights, punching bag, TV, etc.
- **Fully Stocked Kitchen:** daily coffee, breakfast, lunch, snack, and drink options
- **Bi-weekly company-sponsored lunch**
- **Frequent happy hours and team events**

This position has an annual salary range of \$80,000 - \$105,000k. The actual salary offer will be carefully considered based on a wide range of factors, including your skills, qualifications, and experience. The range is subject to change and may be modified in the future. This role is also eligible for health, dental, vision, life, disability along with retirement plans.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_