



PROJECT ENGINEER

POSITION SUMMARY:

Assist Project Manager in being responsible for management of all aspects of the construction of the various projects at all stages. Must possess strong analytical, organizational, planning and communication skills with a commitment to high standards, integrity and ethics. Direct report to Project Manager. Will also support Construction Manager with technical detail and interpretations of project requirements.

ESSENTIAL JOB FUNCTIONS:

- Read and understand the plans and specifications for projects bid
- Perform or direct performance of quantity takeoffs
- Perform or direct performance of solicitations to Vendors and Subcontractors
- Based upon all information generate costs of the project using estimating software
- Communicate rollout of project with Construction Manager & Superintendent
- Perform or direct generation of subcontracts and purchase orders for project
- Review of job cost information as it becomes available
- Communicate with Project Managers and Construction Manager on regular basis to ensure project issues / concerns are addressed

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

- BS in Civil Engineering or Construction Management
- Must have prior Heavy/Highway or Site Development experience.
- Knowledge, skills and experience with New Jersey construction methods, techniques and standards.
- Excellent time management and organization skills.
- Familiarity with requirements of drawings and specifications and with the terms and conditions of Project Contracts, Subcontracts, and Purchase Orders.
- Strong written and verbal communication skills.
- Function and manage effectively as part of a team.
- Self-starter highly motivated.
- Computer knowledge.

- HCSS Heavy Bid and Heavy Job experience preferred.
- Primavera P-6 experience preferred.

EMPLOYEE BENEFITS:

- Comprehensive Medical, Dental & Vision
- Life Insurance
- Paid Time Off
- Paid Holidays
- Voluntary Long- and Short-Term Disability
- Voluntary Supplemental Life
- 401K with Discretionary Employer Match
- Aflac Supplemental Plans
- Flexible Spending Accounts
- Employee Assistance Program
- Discounts on Auto & Homeowner's Insurance through New Jersey Manufacturers

All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.