

MERLINO COMPANIES JOB DESCRIPTION

JOB TITLE:	Project Engineer	FLSA CLASS:	Salary, Exempt
		STATUS:	Full-time
DIVISION:	GMCC	REPORTS TO:	Vice President

EXPECTATION FOR ALL EMPLOYEES:

Employees are expected to support the Company's business principals and values by demonstrating honesty, integrity, loyalty, accountability and superior customer service as well as by contributing at optimum levels toward the success of the company.

ESSENTIAL FUNCTIONS:

- Assist in establishing project budget, invoice processing, subcontractor pay estimates, cost reports, quantity reconciliation and owner billing
- Assist in developing budget forecasts and monitor progress of work per cost account to assure adherence to budget
- Assist scheduling project and updating project schedule using Primavera Contractor/P6 or equivalent
- Develop and submit material submittals
- Maintain submittal log
- Process time and materials / extra work change orders

JOB REQUIREMENTS:

- Experience - Must have five to seven years construction experience (civil preferred).
- Must be detail oriented individual with strong understanding of construction.
- Must be able to interact and communicate with individuals at all levels of the organization; establish and maintain effective working relationships with co-workers and the general public.
- Work requires continual attention to detail, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to perform multiple competing tasks and demands with minimal supervision.

WORKING CONDITIONS:

Split time between office and field.

TYPICAL PHYSICAL DEMANDS:

May sit for long periods of time. Infrequent walking up and down one flight of stairs to reach the upper office. May require infrequent lifting up to 50 lbs.

The working conditions and typical physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. All or any portion of this job description is subject to elimination, modification or addition at any time at the discretion of Gary Merlino Construction Company or Stoneway Concrete.

This Job Description Does Not Constitute a Contract for Employment

Gary Merlino Construction Co., Inc. is an Equal Opportunity Employer and does not illegally discriminate in its employment decisions based on age, race, color, national origin, religion, sex, marital status, sexual orientation, physical or mental disability, veteran status or pregnancy, or any other basis prohibited by local or federal law.

Gary Merlino Construction Co., Inc is also an Affirmative Action Employer and is committed to the inclusion of all qualified individuals in our employment selection process.