



## Project Engineer

Bayley Construction is seeking a Project Engineer to join our dynamic team. In this role, you will support the Superintendent and Project Manager, acting as a vital liaison between subcontractors, owners, and trade partners, ensuring seamless communication regarding field details. Your primary responsibilities will involve organizing, coordinating, and administering daily processes and procedures essential to the project's success. The scope of your responsibilities will vary based on the project's size, and the needs of the Superintendent and Project Manager. Join us and lead the way in delivering outstanding and innovative projects.

### Essential Duties and Responsibilities:

- **Project Document Control:** Manage and maintain all project documentation to ensure accuracy and compliance.
- **Scheduling Assistance:** Support the project team by updating and managing schedules.
- **Inventory & Warehousing:** Assist with inventory management, warehousing of materials and equipment, and expediting material orders.
- **Quantity Take-Offs:** Prepare quantity take-offs for production analysis and material orders as directed.
- **QA/QC Implementation:** Help implement and monitor the Quality Assurance/Quality Control (QA/QC) Plan.
- **RFI Coordination:** Coordinate and track the Request for Information (RFI) process using Procore.
- **Equipment Log Maintenance:** Maintain a current log of all outside rented equipment and BERCO tools and equipment.
- **Material Procurement:** Assist the Superintendent in procuring construction materials.
- **Purchase Orders:** Prepare purchase orders, monitor deliveries, and execute receiving reports.
- **Material Surveys:** Conduct on-site material placement surveys and ensure accurate weekly reporting of quantities in place.
- **Field Reports:** Assist in preparing daily construction field reports.
- **Bid Lists & Procurement:** Assist the Project Manager in developing bid lists, issuing procurement documents, reviewing bids, and evaluating proposals.
- **Construction Progress Documentation:** Photo document and catalog construction progress weekly in Procore.
- **Meeting Minutes:** Record and distribute project meeting minutes in Procore.
- **Shop Drawings & Submittals:** Review, log, and coordinate shop drawings and submittals with the design team in Procore.
- **As-Built Drawings Maintenance:** Help maintain a current set of red-line as-built drawings and update construction documents as reviewed using Procore.
- **Issue Resolution:** Work with the Project Team to resolve outstanding issues.
- Perform other duties as assigned by management.

### Experience & Education Guidelines:

- Bachelor of Science Degree in Construction Management is preferred.
- MS Office Suite, iPad, Bluebeam, PlanGrid; with these technologies, will create drawings, enter data, interpret, and make decisions based on information.
- Applicant must have excellent communication skills and be able to interact with company clients, subcontractors, and all levels of company personnel.

**Annual Salary Range:** \$90,000 to \$100,000

We offer a comprehensive benefits package and are committed to creating a diverse and inclusive environment. Bayley Construction is an Equal Opportunity Employer. We value diversity and are dedicated to fostering an inclusive workplace for all employees. Please send your resumes to [humanresources@bayley.net](mailto:humanresources@bayley.net),