



Project Engineer

Reynolds Construction is an industry leader in water supply, pipeline, and treatment plant construction. Providing generations of quality water solutions, Reynolds has been a trusted name for over 75 years. Through all the years, Reynolds still holds true to the basic fundamental values by which it was founded: to deliver projects **safely, on time, within budget**, and to the **satisfaction** of our customers. We are dedicated to the safety of our team and committed to the highest standards of safety and construction performance.

Position Summary: The Project Engineer will assist Project Managers, Superintendent, Foremen, and other personnel in managing, scheduling, and purchasing for various types of water and waste water construction projects. They must strive to complete projects safely and have a satisfied client, complete *every* project within time and budget; optimize project cash flow; satisfactory subcontractor relations; accurate and timely cost accounting and forecasting; identify, pursue and recover fair compensation for all changes in scope; accurate and timely procurement.

Responsibilities include but are not limited to: Prepare and track all necessary submittals; Obtain required material certifications; Assist Project Manager with preparation of the bill of material; Order necessary materials and supplies; Maintain Project files, current drawings, and production records; Review Foreman's Daily Reports and verify quantities shown; Assist field personnel with any technical matters (i.e. layout, interpretation of standards or drawings, etc.) on the project; Assist superintendents in making the most effective, cost efficient use of resources at their disposal; Assist in the preparation and submittal of all documentation and records required for change orders; Assist in analysis of the cost for extra work; Assist Project Manager and Superintendent with the development of the project schedule and to update, revise schedules as required; Assist in scheduling resources to meet the project schedule; Assist in the planning and value engineering of the project; Assist Project Manager in the overall coordination of the project including subcontractors; Promote and inspect for compliance with Safety Regulations on the project; Assist Project Manager with financial forecasting, quantity recording, and daily job cost reports; Keep accurate records of weather and site conditions that affect project; Assist Project Manager in preparation of progress meetings with owner or engineer; Assist with meeting agenda and keep accurate meeting minutes; Distribute minutes and confirm the accuracy of any minutes received from the owner; Meet with Foreman and Superintendent weekly to discuss status and progress of job (with Project Manager); Approve receiving invoices; Coordinate with subcontractors and vendors on outstanding issues or clarifications needed; Assist Project Manager with budget, work order, and project start up; and Prepare correspondence to owners, engineers, vendors, subcontractors, etc.

Essential Job functions:

- Build and maintain sound, trusting relationships with co-workers, owners, engineers, subcontractors, and vendors.
- Maintain, as effectively as possible, a continuous unbroken flow of equipment, materials, and information to field personnel (i.e. keep the men in the field working).
- Perform detailed analyses and comparisons of subcontractor and vendor scopes and pricing.
- Properly communicate, coordinate, and schedule subcontractor responsibilities and work.
- Maintain accurate, coherent, detailed, and reliable job files.
- Review and approve bills and invoices for payment.

Prerequisites:

- Must complete and pass a pre-employment drug & alcohol screen
- Valid Driver's License
- Display a professional and courteous attitude at all times
- Ability to work overtime when required
- Ability to travel when required
- Must be able to lift 50+ pounds
- Be able to read project plans and specifications
- Have the willingness to work in a team environment

An Equal Opportunity Employer

* Women, minorities, veterans, and persons with disabilities encouraged to apply. *



Employment Package Benefits:

- Paid Vacation
- Paid Holidays
- 401 K Retirement Plan
- AD&D, Long Term Disability Insurance (Short Term Disability available)
- Health/Dental/Life Insurance Available
- Competitive wages with opportunities to advance within the company

Job Type: Full-time, non-union

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