PROJECT ENGINEER

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NDC CONSTRUCTION COMPANY

Position Summary

NDC Construction Company is currently seeking a skilled Project Engineer to contribute to our continued growth and success. The Project Engineer will serve as a critical link between office and field operations, facilitating smooth project execution by managing documentation, coordinating with subcontractors, and assisting in the management of costs, schedules, and quality standards.

Key Responsibilities

- Manage RFIs, submittals, change orders, and project logs.
- Review bid documents and develop scope of work for each discipline.
- Examine drawings and identify conflicts or discrepancies.
- Support project scheduling and cost tracking.
- Coordinate with subcontractors and consultants to resolve technical issues.
- Assist with budget management and invoice review.
- Perform regular site walks and provide technical support to field staff.
- Serve as a point of contact for specific trades or components within the project, ensuring clear communication and efficient problem-solving.
- Assisting with monitoring safety, quality control, tracking progress and scheduling.

Job Qualifications

- Bachelor's degree in Construction Management, Civil Engineering, or related field (preferred).
- 3 years of construction industry experience (internship or field experience a plus).
- Familiarity with construction processes, means, and methods.
- Proficiency in Microsoft Office Suite; exposure to construction software (Procore, Bluebeam, Primavera) is a plus.
- Strong teamwork, initiative, problem solving and leadership skills

Benefits

- 401(k)
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

To apply, please submit your resume and a brief cover letter outlining your interest in the position to careers@ndcconstruction.com.