Full-Time Project Engineer with Kasco, Inc.

The Project Engineer shall be responsible for assisting the Project Manager(s) in all aspects of the construction project, including: Budgeting, Estimating, Bidding, Construction, and Project closeout.

Specific responsibilities shall include but not be limited to:

1. Construction:
   - Assist Project Manager writing subcontracts.
   - Assist Project Manager with Permitting Processes.
   - Organize and maintain Project’s Construction Documents and Current Drawing Log, assuring that they are current and up to date at all times.
   - Assist Project Manager in issuing and distributing change documents to Subcontractor and Field Staff.
   - Assure timely submission of change quotations from subcontractors. Manager QCON folders.
   - Make Periodic Job site visits to assure that Superintendents Construction Documents are up to date and that Subcontractor as-built drawings are current.
   - Facilitate the receipt and submission of all project shop drawings and other necessary submittals with required urgency as dictated by project schedule. Maintain and update Project Submittal Log as each submittal is processed.
   - Distribute approved submittals to office file, field staff and other subcontractors as necessary.
   - Maintain Material Status Report (Submittal Log) showing status of submittal approval and Delivery dates for materials.
   - Administrate all RFI’s to architect/Engineer and disseminate response information to appropriate parties with appropriate urgency.
   - Attend Meetings as required and prepare meeting minutes. Submit draft to Project Manager within 48 hours of meeting.

2. Preconstruction/Bidding (If needed):
   - Bid document distribution.
   - Organization and distribution of Bid Addenda.
   - Follow up with contractors to assure proper coverage in each division.
   - Assure that proper quantities of bid documents are on hand for distribution to subcontractors.

3. Project Close Out:
   - Prepare all warranty information for close out documentation.
   - Solicit all Operation and Maintenance manuals for all equipment furnished on Project.
   - Collect and organize all subcontractor as-built documents (Both electronically and on paper) and prepare for submission to Owner.

New graduates are welcome to apply.

Eric Brouillard
Kasco, Inc.
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