

Project Engineer

Plote Construction Inc. Hoffman Estates, Illinois, United States (On-site)

The Plote Family of Companies is a fine example of the American dream realized through over 60 years of hard work, sacrifice, and a deep understanding of the value of focused individual effort, performed in concert, to achieve the goal of entrepreneurial success. At Plote we bring expertise, quality, depth of resources, and cutting-edge equipment and technology together to deliver exceptional services in excavation, aggregates, asphalt paving, concrete paving, civil heavy engineering, sustainable materials, commercial development, environmental services, and snow removal.

I. Primary Function: The project engineer is an entry-level position that serves as a middleman between the client, the construction project manager, the job superintendent, and the many subcontractors to ensure a construction project proceeds safely, accurately, and smoothly.

II. Major Duties and Responsibilities:

- Works with Project Manager or Sr. PM, Project Superintendent, and Subcontractors to collect information to then produce and distribute the Daily Project Schedule
- Works with Project Manager or Sr. PM, Project Superintendent, and Subcontractors to collect information to then produce and distribute the Weekly 3-week Lookahead Schedule
- Works with Project Manager or Sr. PM, Project Superintendent, and Subcontractors to collect information to then produce and distribute the long-term Detailed Progress Schedule
- Using schedule to update material needs and communicate those needs to suppliers.
- Review the plans and specifications to determine the basis of payment and method of measurement to ensure accurate cost coding of labor, equipment, material, and hauling costs.
- Process submittals, schedules, quantity takeoffs and pay estimate data
- Collect and review daily trucking logs and material summaries
- Collect and review material tickets from the field
- Assist job superintendent in completing daily time in the field by reviewing timecards to ensure accurate quantity and cost code information is included.
- Assists Project Manager or Sr. PM as required to prepare for meetings.
- Reviews, codes, and approves invoices
- Review job cost reports with PM/Sr. PM and Job Superintendent
- Assists PM/Sr PM in preparation for weekly subcontractor and progress meetings.
- Attends weekly subcontractor and progress meetings. Takes meeting notes.

III. Additional Responsibilities:

- Includes various duties and responsibilities as determined and assigned by supervising PM/Sr. PM.
- Be on call in winter to supervise snow removal operations outside of working hours when required.

IV. Required Skill/Knowledge

- Basic ability to read and interpret Construction Plans and Specifications
- Detailed, organized, accurate
- Proficient in Microsoft Outlook, Excel, Word
- Strong verbal and written communication skills
- Self-directed and motivated

V. Preferred Skills/ Knowledge:

- At least one internship/job in heavy highway construction
- Microsoft PowerPoint, Access
- Bluebeam Revu
- Oracle P6
- Viewpoint Vista
- HCSS Heavy Bid and Heavy Job
- GPS survey training

VI. Education Level / Required Certification: Degree in Civil Engineering, Construction Management, General Engineering, or equivalent related experience. PMP certification is a plus.

VII. Mandatory Physical Requirements:

- Must be able to lift to 50 lbs. frequently.
- Must be able to stand up to 12 hours per day with breaks.
- Must be able to stoop and climb frequently.
- Must be able to walk on uneven terrain frequently on job sites.
- Must be able to drive a vehicle long distance frequently.

Why Plote

At Plote we care about the health and well-being of our employees. Our commitment extends beyond the workplace, offering comprehensive healthcare plans, generous paid time off, and retirement savings to support our team members in every aspect of their lives.

Plote has a fast-paced and dynamic environment where team members are committed to excellence and proud to be part of a growing and successful construction company.

BEFORE ALL ELSE, SAFETY FIRST.

Plote Construction, Northern Illinois' premier Excavating, Asphalt Paving and Concrete Contractor, is committed to conducting construction operations in the safest manner possible. With an industry leading safety record, and a robust safety program. At Plote you'll find a deep commitment and dedication to safety and team members' wellbeing.

Plote is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law. Plote will only employ those who are legally authorized to work in the United States for this opening. Any offer of employment is conditioned upon the successful completion of a drug screen (as applicable)