Job Title: Project Engineer
Department: Operations
FLSA Status: Non-Exempt
Reports To: Area Manager
Positions open: Santa Rosa and San Rafael
Percentage of Full-time: 100%

GHILOTTI CONSTRUCTION COMPANY (GCC) is an industry leader and has a broad spectrum of skilled specializations that extend to both the public and private sectors. GCC has developed a depth of expertise in performing a wide array of private and commercial works, including heavy civil, roadway and bridges, grading, paving, underground utilities, concrete structures, earthwork and deep foundation, soil stabilization. Residential work includes everything from single family home sites to multi-unit subdivisions to apartment complexes. Commercial experience is broader and encompasses projects for the high tech, hospitality, entertainment, and medical fields.

Why GCC?
100 years of industry experience to pave the way for the future. When you work at GCC, you are not just another employee, you are family! On top of competitive salaries, amazing benefits and room for growth, GCC takes pride in company culture. Birthday celebrations, bocce tournaments, holiday parties, crab feeds, company outings and sporting events are a few of the ways GCC creates a family vibe. Not only do we care about our employees but we care for our community. GCC supports local education, children’s charities, food banks and other nonprofits that directly benefit families. Whether you are starting or establishing your career do it at GCC with a company that cares.

JOB SUMMARY
The Project Engineer assists and supports the Area Manager on assigned projects. The position works under direct supervision, performs routine daily activities and gathers and distributes information. The Project Engineer must be flexible and adaptable team-player, as well as have strong communication and client service skills. Project Engineers may be assigned to specific work activities relating to Underground or Paving divisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
- Initiate, prepare, review, track and distribute RFI's;
- Provide value engineering and request for change (RFC) to the base design and determine requirement throughout and entrepreneurial spirit by identifying cost saving for alternate design and construction methods
- Identify risk and risk engineering track record with strategic planning and focus on standard, codes, QA/QC Plan, schedule and time management
- Provide engineering support for construction effort including participation in construction planning and design; interpretation of design; application of construction methods; resolution and documentation of design conflicts; constructability reviews, site inspections, and provide
high quality and timely technical assistance for the proper corrective action as required to meet the project objectives; etc.

- Interface all on-site departments as required to resolve problems, ensure quality of construction, etc., in support of overall project schedule.
- Track and inspect material deliveries;
- Assist in preparation of monthly owner project status reports, as required;
- Attend project meetings, as directed by Project Manager and California Licensed Professional Engineer;
- Assist with proposal and contract preparation, client communication and negotiation;
- Assist and/or complete project close-out;

**JOB SKILLS & ABILITIES GUIDELINES:**

- Computer knowledge and efficiency, including Microsoft Office products;
- Knowledge of Primavera;
- Broad understanding of industry;
- Strong written and verbal communication skills;
- Basic math/accounting skills;
- Functions effectively as part of a team;
- Ability to maintain discretion and confidentiality at all times;
- Ability to understand and follow directions;
- Good time management skills and organizational skills;
- Ability to read drawings and specifications.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor’s Degree – Construction Management, Engineering or equivalent;
- Knowledge of construction engineering technology, codes, standards, etc., plus an in-depth understanding of the interdependence and relationship between other functional units required.
- Excellent communication and interpersonal skills, plus demonstrated ability to manage a team of varied disciplines.

**EQUIPMENT USE**

- Telephone – Frequently
- Small Hand Tools – Moderate
- Copier – Occasionally
- Computer – Moderate

**SOFTWARE USE**

Spectrum, Microsoft Office Suite, 

**LICENSES, AND CERTIFICATIONS**

- None

**SPECIAL CONDITIONS OF EMPLOYMENT**

Pre-employment background screening investigation results that are acceptable to GCC at GCC’s sole discretion.
- Drug/alcohol test (negative test results).
- Background/security clearance (if applicable).
- Valid driver’s license and clean driving record.

MENTAL DEMANDS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, or members of the business community. Ability to effectively present information to top management, employees, public groups, and/or boards of directors. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. The work is typically performed in an office environment, and at field sites and client facilities, which requires proper safety equipment and precautions; work may require some physical effort in the handling of materials, boxes, tools or equipment and climbing of stairs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.