

Job Title: Project Engineer

Location: Van Nuys, Los Angeles, CA 91411

Job Type: Full Time

Education Requirement: Bachelor's Degree

Experience: 0-2 years

Responsibilities:

- Review engineered approved drawings and specifications, and prepare RFI's
- Coordinate with subcontractors and prepare submittals and shop drawings
- Support the estimating team to procure the subcontractor bids and prepare a bid matrix
- Organize and monitor the project schedule
- Provide engineering and design support to the architect and structural engineer
- Assist the project team with monthly payment application and change orders management
- Prepare close out documents upon project completion

Requirements:

- Bachelor's Degree in Civil Engineering or related field
- Knowledge in AutoCAD, Bluebeam, Fieldwire and other construction software
- Strong verbal and written communication skills
- Excellent documentation and organizational skills
- Strong computer skills