Sure Steel, Inc., a nationally-recognized leader in the supply and erection of structural steel, metal buildings, and associated components; is currently seeking analytical and detail-oriented Construction Project Engineer to manage, control, and mitigate risk on contracted scopes of work.

The project engineer’s role is to assist the Project Manager with the execution of a project's scope of work.

**Job Responsibilities**

- When project is assigned review and be familiar with scope of work
- Create job folders and manage on Drop Box
- Thoroughly review contract scope, pricing, terms, conditions & requirements
- Obtain Pre-Lien information and pass onto Human Resources
- Obtain all proper insurance documents and forward onto General Contractor
- Gather, review, send and track all submittals from suppliers
- Coordinate lead times and deliveries of buy out items for the project
- Maintain current drawing log for both the Office Project Manager and Field Project Manager
- Send drawings and scope of project to Field at least one month in advance
- Submit all welding procedures and certifications to General Contractor
- Review, submit, and track all RFI's and responses. Distribute information accordingly
- Send out Subpart "R" letter and Concrete certification to General Contractor
- Create and maintain project contact list
- Review Bill of Material inventory sheet with Field Project Manager
- Remedy all supplier shortages
- Arrange for cut lists and ordering of materials
- Coordinate material deliveries with Office Project Manager
- Send General Contractor warranties and all close-out documentation
- Collect As-Built drawings from Field Project Manager

**Job Qualifications**

Have a 4-year degree in construction or business management, plus 1-2 years of commercial construction experience. Additional experience may compensate for the lack of formal schooling, but competency must be demonstrated. Preference given to those with structural steel and/or metal building experience.

Competently use computers and computer programs like Microsoft Office (Excel, Word, Outlook, and Project), and Bluebeam Revu PDF software.

Ability to communicate professionally in writing and verbally with the project team and client. Must be able to pass e-verify. Veterans are encouraged to apply.

**Compensation and Benefits**

- Wage: Depending on experience.
- Health, dental, and life insurance benefits are available.
- 401k retirement plan with generous company match.