



Job Title:	Project Engineer	Job Category:	Construction
Location:	Albany, OR	Travel Required:	Yes
Level/ Salary Range:	DOE	Position Type:	Full Time

Primary Duties

- Planning, organizing, and controlling the coordination activities.
- Provide information and ongoing communication to team members.
- Work with the Project Manager to issue all subcontracts and purchase orders.
- Establish and maintain project schedule.
- Ensure job specific records are maintained and are current.
- Maintain/monitor customer relations including project/progress meetings, site visits and project related correspondence.
- Maintain SDS manuals for BGCI and subcontractors.
- Ensure that safety plans for all subcontractors are onsite.
- Ensure all preliminary submittals are approved.
- Set up temporary electric telephone, internet services, dumpsters, sanitary facilities, etc.
- Assist Superintendent and Project Manager to procure and order all materials for self-performed work to ensure the materials arrive onsite when needed.
- Assist the Project Manager to process contract related transactions including Change Orders and Proposed Change Orders to suppliers, subcontractors, and owners.
- Process submittals, RFI’s and all ensure all logs are current and correct.
- Supplement and support all team members as needed to ensure the success of the project and company.
- Assist Project Manager to manage closeout activities such as O&M manual generations, inspections, punch lists, permits, certificate of occupancy, as-builts, warranties and archiving of project files.
- Perform additional assignments per supervisor’s direction.

Required Skills

- Strong organization, negotiation, and leadership skills
- Understanding of accounting, financial statements, job cost, and cash flow

Qualifications

- Minimum 3-5 years experience in construction industry
- 4 year degree in a construction related major
- Must be able to pass a drug test and comply with our company vehicle safety program

About Baldwin

Baldwin General Contracting is an Oregon based, full service contractor with broad experience serving both public – and private – sector clients. Baldwin General is one of the region’s most productive and respected providers of construction services, serving a wide array of markets in Oregon, Washington, and Idaho. We oversee projects from small tenant improvements to some of the area’s most recognizable architectural landmarks.