

October 22, 2018

Project Engineer/ Expeditor

J. Iapaluccio, Inc.

Job Description/ Responsibilities:

- Communication with project foreman on day to day/ week to week needs
 - Coordination of materials from submittal approvals through project site delivery;
 - Coordination of subcontractor scheduling and production from sub agreement completion through close-out;
 - Organization of daily manpower and equipment changes;
 - Scheduling of supplemental forces/project requirements, such as, private duty officers/flaggers and trucking vendors;
 - Weekly review and submission of payrolls for all projects.
- Provide support to estimators and pre-construction team(s):
 - Attend pre-bid meetings and secure project bid documents;
 - Project Quantity Take-Offs;
 - Communication to subcontractors for scope and RFPs;
 - Development of project logistics/ site preparation and schedules;
 - Secure material disposal sites and/or stockpiles for use on projects.
- Support Project Managers
 - Preparation and submission of weekly look-ahead schedules, as required for each project;
 - Tracking and submission of monthly pay requisitions;
 - Communication of project needs and schedules;
 - Tracking of change order work from RFI through final payment;
 - Attend monthly project meetings.

Skills/ Requirements:

- Detail oriented, organized and efficient individual able to balance complete multiple tasks in a timely and accurate manner;
- Excellent communication skills;
- B.S. Civil Engineering, construction management or similar degree; 5+ years equivalent construction experience
- Thorough knowledge construction project phases and documentation (Changes, RFIs, Submittals, Invoicing, etc)
- Experience with Microsoft Office (Excel, Word) Required
- Experience with Bluebeam or PDF writing software;

An Affirmative Action-Equal Opportunity M/F/Veteran/Disability Employer

