



## **Project Engineer – Commercial Roofing**

Full-time position to assist Division Manager in supervising and coordinating installation of commercial roofing and waterproofing systems in the Chicagoland area.

### **Typical duties to include:**

- Creating, tracking, and following up on submittal packages including job specific shop drawings using AutoCAD.
- Quantity take-offs and purchase orders.
- Developing and writing work orders to include proper material lists.
- Request and submit closeout documents upon completion of work.
- Monitor daily activities and as needed compile reports on progress, compliance, and obstacles.
- Monitor and track contract document and field changes.
- Confirm adherence to approved shop drawings.
- Attend preconstruction, progress meetings as well as other project or staff meetings.
- Work with project manager to determine proper solution that conforms to manufacturer requirements for any detail issue that may arise in the field.
- QA / pre-punchlist walks with follow up reports and tracking.
- Coordinate onsite deliveries with suppliers and general contractor.
- Work with other trades to coordinate installation.
- Assist with material takeoff, estimates, and proposals.

### **Job requirements:**

- 4-year construction management degree or 5 years of equivalent work in commercial roofing industry.
- Proficiency with Windows based operating system, Microsoft Office, and AutoCAD.
- Comfortable climbing ladders, stair towers, use exterior material hoists, or other hoisting equipment and not afraid of heights
- Strong communication skills: verbal and writing
- Valid driver's license for local traveling
- Pass pre-employment drug and alcohol test and background check.
- Experience with Bluebeam is preferred but not required.

### **Company Benefits:**

We offer a competitive salary and complete benefits package including medical, dental, vision, life, short and long term disability, 401(k) plan, PTO days, and paid holidays.