



Project Engineer

About Monterey Mechanical

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$65 million derived from approximately 70% construction, 20% HVAC and metal fabrication, and 10% industrial maintenance.

With more than 75 years of continuous service, we are passionate about providing our employees opportunities for career advancement and a great place to work. We are family-orientated and highly value the expertise and experience of our team.

We offer:

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary
- Comprehensive benefits package, including medical/dental/vision insurance (95% employer paid for employee), paid time off, commuter benefits, and many more perks.
- Full retirement package: 401(k), Employee Stock Ownership Program (ESOP), and profit sharing

Position Summary

Coordinate planning, organization, implementation and completion of construction projects according to specifications and contractual agreements.

Responsibilities

- Assist in development of the project schedule with project manager, superintendent and other staff
- Maintain contract document control, requests for information, clarifications, change orders and submittals in writing, including routing and tracking
- Prepare requisitions for materials and equipment as needed for the project
- Review procurement submittals to ensure contract compliance
- Coordinate equipment/materials supplied by vendors or subcontractors with design documents and trade subcontractors
- Review project drawings and specifications to determine needs, priorities, progress of work and compliance with contract requirements
- Review interim cost reports on a regular basis, report quantities and perform cost studies for project manager
- Provide day-to-day support for superintendent and foremen to facilitate production
- Assist with survey and layout
- Assist with development of test and start-up plans. Coordinate test, start-up, commissioning and training phases of the project
- Assist in preparation of purchase orders, change order proposals, and progress reports for extra work
- Supports project manager, project superintendent, and/or foremen to ensure all work complies with contractual agreements

Qualifications

- Bachelor's degree in construction management, civil or mechanical engineering from an accredited institution, with a minimum of two years of experience in construction and engineering projects
- Ability to comprehend detailed plans and specifications, analyze and accurately compute costs, and schedule work
- Excellent interpersonal, organizational, and communications skills
- Ability to establish and maintain cooperative and ongoing relations among managers, coworkers, vendors and business associates

Physical Requirements

The work environment characteristics described below are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to exert 50 pounds of force or more frequently, and to lift, carry, push or otherwise move objects.
- Work involves sitting, standing, walking, kneeling, bending, and climbing for varied amounts of time.

Equal Opportunity Employer, M/F/D/DV

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.