

Project Engineer

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 with approximately 70% construction, 20% HVAC and metal fabrication and 10% industrial maintenance.

With more than 80 years of continuous service, we are passionate about providing our employees opportunity 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

Position Summary:

Supervised by project manager; coordinates planning, organization, implementation and completion of construction projects according to specifications and contractual agreements by performing the following duties.

Responsibilities:

- Assists in the coordination and scheduling of project start-ups by attendance at initial meetings with division and project managers, project superintendent, and mechanical coordinator.
- Maintains contract document control; requests for information, clarifications, and submittals in writing, routing, and tracking.
- Reviews and transmits all procurement submittals; writes requests for materials and equipment as needed for the project.
- Coordinates equipment/materials supplied by vendors with contract design and specifications.
- Reviews project drawings and specifications to determine needs, priorities, progress of work, and compliance with contract requirements.
- Prepares interim cost reports on a regular basis for project manager and general engineering division manager.
- Maintains on-going communication with mechanical coordinator throughout construction phase of project to coordinate activities concerned with technical developments, scheduling, and resolving engineering design issues.
- Assists in surveying and layouts as needed.

- Coordinates the start-up phase of project with training for owner of equipment and other essential information.
- Provides day-to-day support for such field staff as superintendent and foremen regarding coordination of work and procurement issues.
- Assists in preparation of purchase orders, change order proposals, and progress reports for extra work, as needed.
- Works with project manager, project superintendent, and/or foremen to ensure that the work performed complies with contractual agreements.
- Performs other duties as assigned.

Qualifications:

- Requires a Bachelor's Degree (B.S.) from an accredited institution with a minimum of two years of experience in construction and engineering projects and/or training; or an equivalent combination of education and experience.
- Ability to review initial and plans and specifications, schedule work, and analyze and accurately compute costs in a timely way.
- Ability to establish and maintain cooperative and on-going relations among managers, co-workers, 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 10 to 20 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.

Salary Range:

\$90,000 to \$120,000 Annually

- Pay may vary based upon relevant experience, skills, location, and education among other factors.

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.