Project Engineer - Commercial Construction
Duke City Builders – General Contractor & Construction Management
Albuquerque, NM

We have immediate openings for Project Engineers for several Commercial Construction projects in Albuquerque and its surrounding area. We are looking for top-notch professionals who share our passion.

Project Administration and Support:

- Effectively support to assigned projects, performing documentation and other responsibilities from pre-construction through project close
- Monitor and manage the submittal processes and activities
- Support the Project Manager to complete projects on time and on budget
- Assist Project Manager in writing/reviewing subcontracts and purchase orders to assure that the scope of work is accurate and complete; that all the necessary provisions are included; and that the contract amounts are correct.
- Review thoroughly the Project Documents and become familiar with Project participants (i.e. Architect, Owner, local authorities, Subcontractors and Suppliers) to enable productive day-to-day operations between company and other participants. Represent company in project meetings, as required.
- Assist in determining submittal requirements and preparing and maintaining submittal log. Expedite materials/equipment from pre-approval stage through final delivery stage to insure the correct material/equipment is delivered to meet project schedule. Includes reviewing, correcting and obtaining approval on all submittals.
- Assist in developing and maintaining overall project schedule, and short-term schedules. Make regular site visits to observe and inspect that the project is being built properly and that it is progressing on schedule.
- Duties may also include maintaining daily records and preparations.
- Working knowledge of computers and standard company software.
- Provide consistent updates and maintain accurate documentation to support keeping the Project Manager and Project Superintendent informed.
- When directed, expedite and obtain all necessary permits (building, occupancy, etc.), all record documents (i.e. as-built drawings, operation & maintenance manuals, warranties, etc.) are received in a timely manner.
- Assist in Estimating services.
- Perform additional duties as assigned and directed by supervisor or other authorized person.
- Ability to make well informed decisions on behalf of the company and know when to seek assistance from higher authority before making decisions.

Relationship Management:
Identify value added opportunities to meet and/or exceed client and stakeholder-specific goals
Collaborate and maintain a strong partnership with the Project Manager and Project Superintendent

**Qualifications:**
This role works closely with the project team to come to successful project completion. We are looking for someone with experience interpreting blueprints. Experience requiring successful organizational, interpersonal, problem solving, customer service and analytical skills. Computer skills in word and spreadsheet software. Spanish speaking a plus. Must be able to travel within New Mexico.

**Employment type:**
Full-time

**Seniority level**
Entry level

**Education:**
B.S. in Engineering, Construction Management or in pursuit of; equivalent combination of education, technical training or related experience.

**Knowledge/Skills/Ability:**
Working knowledge of methods and technology, sufficient to have the ability to determine proper construction sequencing. Ability to maintain, inform and communicate with construction team.

**HOW TO APPLY**
Email to [jobs@dukecitybuilders.com](mailto:jobs@dukecitybuilders.com)

*We do not accept resumes from external staffing agencies or independent recruiters for any of our openings unless otherwise directed by our Human Resources Department. We are not responsible for any fees related to unsolicited resumes/applications.*