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## Project Engineer

### Job Description:

This position will play a significant role as a team member on construction projects in our Gary, Indiana and Chicago, Illinois offices. This individual would need to be able to read and understand plans & specifications. The following tasks and responsibilities may be applicable or may not be, depending on the project's current need. Functions and levels of responsibility depend on capabilities of the individual. This position is seen as a testing and training ground for position of Project Manager, Superintendent, or Estimator.

- **Scheduling**

- Assist Project Manager/Superintendent in preparing the project schedule.
- As the Project Engineer gains experience, begin to assume other scheduling responsibilities as assigned by the Project Manager and/or Project Executive.

- **Contract Requirements**

- Create and maintain a Submittal, RFI, Close Out and other logs, as required.
- Work with Project Manager and Superintendent to create and distribute RFI's
- Review and process submittals, maintain submittal files, and work with the Sr. Projects Coordinator on project close-out.
- Filing of project paperwork and documentation.

- **Change Orders**

- Under the direction of the PM and/or Sr. PC, Prepare proposals for changes to the Owner/Architect

- **Financial/Cost Reporting**

- Assist Project Manager in preparation of monthly billings to Owner and review of subcontractor billing, as required.
- Set up and maintain certified payroll tracking, distribution of certified payroll as required, and maintain Section 3 requirements and reporting.

### Qualifications:

Working towards or have obtained a degree in Engineering, Construction Management, or Architecture. Administrative skills are highly desirable, computer expertise is essential, as well as a desire to succeed and advance in the Construction Industry.

### Benefits:

- Competitive Salary
- Health, Dental and Vision Insurance
- Disability Insurance
- Flexible Benefits Plan
- Life Insurance
- 401 (k) with employer contributions
- Paid Holidays
- Paid Vacations
- Company Sponsored Events

Please submit resumes to [powers@powersandsons.com](mailto:powers@powersandsons.com) or reach Kevin Mikesell directly at [kmikesell@powersandsons.com](mailto:kmikesell@powersandsons.com)