



Job Title: Project Engineer
Department: Operations
FLSA Status: Exempt
Reports To: Vice President – Indianapolis
Effective Date: 01/12/2023

Job Summary:

The Project Engineer serves in a support role to assist the Project Management team with the overall delivery of the project, often working directly with the client, subcontractors and Superintendent as needed. General responsibilities include preparation of submittal logs, requests for information (RFI's), meeting attendance and minute recording, project kick-off prep work and close-out documents, and all other tasks as assigned by the Project Manager through the duration of various projects, large and small.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Plan and coordinate project start-up in conjunction with Project Managers and Superintendents
- Distribute copies of design drawings and documents to project management team and subcontractors
- Verify accuracy and completeness of submittal against contract drawings and specifications
- Review design drawings, related vendor drawings and installation instructions and study interference problems
- Research and resolve drawing interpretation problems, applicable codes, conflicts, interference, and errors
- Assist in project schedule maintenance
- Assist in material expediting
- Assist with field change notices/requests, extra work orders and back charge notices
- Assist in coordination of vendor material deliveries, storage of materials, expediting and engineering reports related to the schedule
- Coordinate and resolve engineering or construction problems with superintendents
- Ensure compliance with OSHA regulations to include health, safety, and welfare as appropriate
- Maintain logs for drawings, submittals, change estimates, and requests for information
- Maintain contract drawings, shop drawings and submittal controls
- Maintain and/or assist in documentation of quality assurance and quality control activities.
- Attend project meetings; prepare and distribute minutes according to standard format and follow-up on action items
- Prepare and maintain LEED reporting and/or documentation requirements of the LEED Action Plan (if applicable)
- Assist Project Manager in project close-out
- Other duties as assigned by Company Management



Required Skills/Abilities

- Viewpoint Construction Software and Procore Software knowledge preferred, but not required

Education and Experience:

- BA/BS degree in construction or related field
- Some experience in the construction industry with a general contractor, construction management or design-build firm

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may perform other duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personal hoists, ability to climb ladders and negotiate work areas under construction. Performing this job will sometimes require the employee to walk work sites that do not have infrastructure, this includes walking on uneven surfaces, through mud, through ruts, etc. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires the use of hands to find, handle, or feel objects, tools or controls, sit, talk and hear (bells, whistles, etc.), stand, climb, balance, stoop, kneel, crouch, or crawl. Employees must occasionally lift and/or move up to 50 pounds.

Company EEO Statement: Garmong Construction Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

We offer competitive wages and benefits, including medical, dental, vision, life insurance, long term disability, paid time off, 401k with company match, and much more.



SUBMIT RESUMES to the HR Department at hr@garmong.net. Include *Project Engineer – Indianapolis* in the subject line.

Founded in 1923, and guided by 4th generation leadership, Garmong specializes in the construction management and design-build delivery systems for both public and private sector clients. With offices in Indianapolis, Terre Haute, and Evansville Indiana, Garmong is one of Indiana's premier, negotiated-work, fast-track, commercial-industrial contractors.

Garmong has twice, in the past four years, been recognized as one of the fastest growing private companies in the Indianapolis area by the Indianapolis Business Journal and has been a General Contractor of the Year nominee for four consecutive years through the Indiana Subcontractors Association. Additionally, over the past decade, Indiana University has recognized a Garmong company on four separate occasions with the Kelley School of Business Top 100 Growth Award, Garmong was presented with the 2008 Governor's Half Century Award for longevity and community service and was recognized as a finalist in the Indiana Companies to Watch program presented by the Indiana Economic Development Corporation, its Small Business Development Centers and Purdue University. For all other things Garmong, please check out our website: www.garmong.net