



POSITION DESCRIPTION

PROJECT ENGINEER

Office Location: St. Louis, Missouri

Level: Experienced

Department: Square UP

Reports to: General Manager

Supervises: N/A

Our Project Engineer must work with the site superintendent and contractors to foster open communication and team concepts. Exercises good judgment in areas related to construction activities. Coordinates data during construction phase. Coordinates with site superintendent. Capable of exercising independent thinking and problem-solving skills in executing tasks.

A. Essential Functions

1. Project Support

- a. Maintains contact with contractors and site superintendent through construction phase on medium to major projects.
- b. Attends construction meetings when required by site superintendent.
- c. Assists with review and approves Monthly Pay Request Forms from contractors.
- d. Assists with review and processing of Shop Drawings, RFI's and CO's.
- e. Assists site superintendent maintaining work schedule.

B. Desired Qualifications

1. Bachelor's degree or Trade Union Card
2. 5 years' experience with 3M+ commercial, institutional or educational facilities.
3. Exercises independent judgment in achieving project objectives.

COMPANY PROFILE

The UP Companies, one of the region's largest full-service MBE-Certified contractors, offers competitive, all-inclusive solutions for general contractors, owners and facility management professionals. Founded on the ideals of technical excellence, personal responsibility, collaboration and diversity, we pride ourselves on the ability to provide integrated solutions to all clients. Our mission is to exceed the expectations and experiences of our collaborators and clients by utilizing our unique corporate infrastructure to provide safe and innovative solutions, exceptional workmanship, technical excellence and integrity at every level.