



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 company foremen, PM's, superintendents, and project accountants as well as customer project managers and project engineers to foster open communication and professionalism. Exercises good judgment in areas related to construction activities, data processing, and high volumes. Coordinates data during construction phase. Capable of exercising independent thinking and problem-solving skills in executing tasks.

A. Essential Functions

1. Project Support

- a. Receives and processes extra work tickets from the field and prepares Requests for Changes.
- b. Follows through on change order processing.
- c. Assists with shop drawings and submittal processing and RFI's.
- d. Assists with the reconciliation of purchase orders, deliveries, and invoices.
- e. Assists to help facilitate the job projections process.
- f. Assembles job start up binders.
- g. Assists with the dissemination of project information to the field operation.

B. Desired Qualifications

1. Bachelor's degree or Trade Union Card, preferred
2. 5 years' or more experience in the construction industry.
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.