



## **CONSTRUCTION PROJECT ENGINEER**

**We are seeking a driven and detail-oriented *Project Engineer* to support the successful planning and execution of complex infrastructure projects. This role bridges technical insight with practical problem-solving to guide projects from pre-construction through completion—ensuring compliance, efficiency, and cross-disciplinary collaboration. Responsibilities include:**

- Maintain physical and electronic site project files. ie submittals, mods, redlines, daily reports etc.
- Track and package Daily/Weekly Reports.
- Receive, screen, log all incoming documents and forward to appropriate departments.
- Assist in managing Subcontractor documentation including daily reports.
- Assist Superintendent in distributing, collecting, and reviewing timecards.
- Assist HR with the processing of new employees and the proper documentation of terminations.
- Take inventory of equipment and supplies and order as needed.
- Maintain Quality Control System with regards to Subcontractor required documentation.
- Assist Project Manager with monthly billings and change orders.
- Assist in developing the agenda and take meeting minutes for weekly meetings to include 3-phase inspection.
- Oversee maintenance of all project logs.
- Assist project manager and superintendent with project close-out requirements.
- Other duties related to construction site activities as needed.

## **EDUCATION / WORK EXPERIENCE**

- Graduate engineer, graduate architect, or a graduate in construction management.
- Minimum of 4 years' experience as a Project Engineer in the construction industry.
- Familiar with the requirements of OSHA and experience in the areas of hazard identification and safety compliance.
- Capable of interpreting a critical path schedule and construction drawings.
- Strong managerial skills; Ability to schedule and multitask.
- Ability to communicate with office, clients, and architects.
- Experience in concrete, framing and finish carpentry.
- Proficient skill Level in Adobe, MS Word, Excel, and Outlook.

## **PREFERRED/OTHER**

- Primavera P6 knowledge.
- USACE RMS experience.
- Valid state driver's license / Passport for Base Access.
- Ability to successfully pass background/security checks for base and project access.

## **COMPENSATION & BENEFITS**

- UNIT COMPANY offers a competitive salary (Lodging or per diem will be furnished for assignments out of Anchorage), comprehensive benefits package to eligible full-time employees including: Medical, Dental, and Vision Insurance, 401k with Match, Paid Time Off and Holidays, AND Education Assistance/Tuition Reimbursement.

**UNIT COMPANY is a Drug-Free Workplace and an Equal Opportunity Employer as to all protected groups, including protected veterans and individuals with disabilities.**