



PROJECT ENGINEER

Charter Contracting is a growing Boston based Civil/Environmental Remediation Contractor with job sites throughout New England. Types of projects include but are not limited to environmental remediation, demolition, excavation, dredging, utility work, landfill cap and closures. All applicants must have a positive attitude, be highly motivated and willing to travel.



MB PROFESSIONAL
SERVICES

RESPONSIBILITIES

- Assist Project Managers and Superintendents in all aspects of construction process
- Read and understand project documents (plans and specifications) in detail
- Assist with pre-construction activities as needed, including the development of construction means and methods, interpretation of drawings, and the preparation/distribution of subcontractor bid packages
- Assist with constructability review and value engineering
- Ensure all completed work complies with applicable codes and contract documents (plans and specifications)
- Maintain submittal logs using specified software and expedites timely receipt/ review of submittals and shop drawings
- Verify accuracy of subcontractor pay requisitions, including all in-place quantities Identify conditions that potentially differ from the contract documents and notify the Superintendent or Project Manager, as necessary Assist the Project Manager with the generation of correspondence to owners, contractors, subcontractors, engineers and architects
- Assist with the preparation of project status reports and project cost reports, participate in project status meetings, and produce meeting minutes
- Create and maintain the jobsite file system in accordance with either the contract documents and/or company requirements
- Assist in project close-out activities
- Function as both Assistant Project Manager and Assistant Superintendent when applicable
- Assist with development of estimates at bid phase, including quantity take-offs and other tasks.
- Assist with development of written proposal materials at bid phase, including basic technical writing and editing.

QUALIFICATIONS

- 1-3 years of relevant experience
- AS or BS in Engineering, Construction Management, or Environmental Science preferred
- Strong communication and interpersonal skills
- Ability to read and interpret plans and specifications
- Excellent computer skills



Benefits

- Competitive salary and benefits package.
- Opportunities for training and career advancement.
- Supportive and safety-focused work environment.