Owner’s Project Engineer (Multifamily Construction)

Salary: Competitive
Employment: Independent Contractor
Real Estate Field: Construction
Location: Bozeman, Montana

Description

Seeking an Owner’s Project Engineer to represent the owner during the construction of a 216-unit garden-style apartment community with clubhouse and pool. Responsibilities include contract administration of a GMP cost-plus contract, daily quality assurance/quality control inspections and documentation, consultant management, monitoring budget and schedule control, and other project documentation. The applicant should possess demonstrable knowledgeable of multifamily construction and/or design. Skill set to include oral and written communication, proficient leadership, and personal organization. Must act responsibly in the best interest of the owner.

Responsibilities

- Administer and oversee owner’s construction management software process, involving general contractor/construction manager:
  - RFIs
  - Submittals
  - Field Reports/Documentation
  - Schedules
  - Meeting Agendas
  - Meeting Minutes
  - Change Orders
  - Pay Application
  - Punch List
  - Close-out documentation

- Management of general contractor/construction manager compliance with construction contract and construction drawings.

- Daily quality assurance/quality control inspections and documentation in collaboration with architect and design consultants.

- Point of contact with architect, design consultants and general contractor/construction manager.

- Manage general contractor/construction manager communication and reporting requirements with ownership group covering budget, monthly schedule compliance, monthly review and approval of project schedule in collaboration with owner’s scheduling consultant.

- Develop an in-depth and functional working knowledge of the project specifications, construction drawings and GMP contract.
- Facilitate resolution of design, construction and project delivery issues between general contractor/construction manager and design team/consultants, and provide written communication on each issue as defined in the GMP contract.

- Coordinate with other entities such as owner’s consultants, the procurement team, and the owner’s accounting and marketing teams to address potential/pending issues.

- Attend all weekly/monthly project meetings.

- Generate weekly/monthly reports, as required.

- Oversee the implementation of vendor agreements and delivery of supplementary scopes including utilities, FFE, signage, communication, etc.

**Qualifications**

- Bachelor’s degree (construction management, architecture or engineering preferred).

- Conversant and knowledgeable of construction processes and procedures including CSI codes, project timelines, project cost control, phased construction, and general construction knowledge and coordination issues required for multifamily projects.

- Monitor and set expectations for a high level of quality workmanship and subcontractor performance.

- Monitor and set expectations at all times to establish a clean, safe and healthy workplace.

- 3 to 5 years of relevant experience preferred.

- Computer proficiency to include Microsoft Office program suite and scheduling software.

- Ability to interact with people in a professional, diplomatic, courteous, and respectful manner.

- High energy level with excellent interpersonal and relationship skills to effectively interact with the owner, general contractor/construction manager, architect, engineers, city officials and future tenants.

- Proven leadership and management capability including conflict management, problem solving, proactive and sound decision making, critical thinking, forward planning and a drive for task completion.

- Demonstrated self-starter with strong analytical skills.

- Ability to work either independently or collaboratively with a team.

- Provide a professional resume and project experience list.

- References will be requested.