

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.