

# **Project Engineer**

## **Walton Construction, Inc. – San Dimas, CA**

**Job Title:** Project Engineer

**Location:** San Dimas

**Job Type:** \*Full Time\*

### **About the Company**

Walton Construction, Inc. is a family owned general contracting company that specializes in mixed-use Multi-Family and Senior Housing developments. We collaborate with non-profit clients on new and rehabilitation projects for family, senior and special needs residents. We are seeking an experienced, self-motivated individual ready to learn and grow with our organization.

### **Walton Construction Inc. – Project Accountant**

Project Engineer's role and responsibilities include, but are not limited to:

- Work with Project Managers and occasionally Estimators
- Overcome various challenges with the support of a talented team
- Document, write and distribute RFI's
- Review, prepare and distribute submittals
- Assist with project permitting
- Coordinate job needs with job superintendent & PM
- Site visits, owner/architect meetings
- Assist in retrieving/review sub change orders & preparing change orders for owner
- Assist in recording, preparing and distributing meeting minutes
- Assist in monthly project schedule updates
- Assist with coordinating manpower & subcontractor issues/scheduling
- Assist in gathering & assembling project close out documentation
- Assist in gathering & assembling documentation for project green requirements
- Quality control documentation
- Assist with job site safety documentation & scheduling job site safety inspections
- Job site photo documentation
- Assist in developing master formats & templates for project management
- Project and office assistance as needed
- Learn all aspects of Project management & construction processes from preconstruction to project close out.

### **Experience**

- Construction Project Engineer: 1 year (Preferred)

### **Education**

- Bachelor's (Preferred)

### **Work Authorization**

- United States (Required)