

Project Engineer

Walton Construction, Inc. – San Dimas, CA

Job Title: Project Engineer

Location: San Dimas

Job Type: *Full Time*

About the position

This is a unique opportunity to learn and grow as a key member of the fast-paced renovation unit within Walton. This position comes with a wide variety of responsibilities and the widest potential for growth. You enjoy challenging puzzles and feel a sense of accomplishment when overcoming obstacles. Join a specialized team that is sought after in our industry. We look forward to meeting you.

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 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 Engineer

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)