

Project Engineer

JT Cleary is seeking a Project Engineer. The Project Engineer will report to Project Manager and work closely with and support the operations team and interact with a variety of staff at all levels. In an ever-changing environment, remaining flexible, resourceful, proactive, and efficient with a high level of professionalism and confidentiality. This position is located out of our office in New York, New York.

JT Cleary is a multi-disciplinary marine construction contractor with expertise in a variety of marine structures, dredging, deep foundations, and diving. The company is unique in its wide range of services and turnkey operations.

We are a proud representative of Tully Group (www.tullygroup.us). The Tully Group is one the nation's largest privately held, family-owned construction firms with their corporate office in New York City and long history of heavy civil projects in the Metro New York Area and New

Safety is our TOP priority! J.T. Cleary offers a competitive salary package with a full range of benefits, including major medical, dental, vision, short and long-term disability, generous PTO, paid company holidays, life insurance, and 401K with a company match, and more! Compensation is based on experience and qualifications.

JT Cleary is an Equal Opportunity Employer, E-Verify and Drug Free Workplace.

Regional Office Location: New York, New York

Job Title: Project Engineer

Salary: \$80,000-\$115,000/Year

Overview:

The Project Engineer is responsible for ensuring projects proceed safe, accurate, and smooth. This position reports to, collaborates with, and follows the direction of the Project Manager.

Duties and Responsibilities:

- Draft subcontractor agreements for Project Manager review/approval, and track to ensure signed agreements are returned timely.
- Responsible for overall aspects of management of subcontractors.
- Plan work schedule and delivery of materials and equipment.
- Complete equipment reports including usage, in/out dates, maintenance, cost coding, inspections, etc.
- Obtain, evaluate, submit, and track all project submittals.
- Prepare monthly pay requests for Project Manager approval.
- Obtain material quotes from suppliers and submit purchase orders for approval.
- Accurately track and report materials used, materials required, and materials on hand.
- Prepare and track project RFI's.
- Maintain field purchase order documentation.
- Prepare daily internal reporting documents (e.g., correspondence, daily reports, timesheets) to track project issues, agreements, communications with owner, subcontractors, etc.

- Collaborate with human resources to properly complete employee new hire and termination paperwork.
- Inspect job site for general project and safety compliance and communicate issues to Superintendent.
- Attend site meetings with owners and subcontractors.
- Other duties as assigned.

Education and/or Work Experience Requirements:

- Bachelor's Degree in Engineering or Construction Management.
- 3-5 years of relevant experience in heavy civil construction.
- Knowledge of software systems such as Viewpoint, Bluebeam, Primavera P6, and AutoCAD.
- MS Office – Word, Excel, and Outlook
- Verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Ability to effectively prioritize responsibilities depending on project needs.
- Ability to develop and maintain successful relationships with all levels of employees, clients, and subcontractors.
- Ability to self-manage work with little supervision.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.

Physical Requirements:

- Ability to perform the essential job functions consistently, safely, and successfully with the ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen and speak clearly on telephone.