



**Position Title:** Project Engineer

**Department:** Project Management or Field Operations

### **About Our Company**

Based in Grand Rapids Michigan, Veneklasen Construction has been building great structures since 1976. Veneklasen Construction focuses on all the important things, like taking great care of our customers to help them achieve their vision while at the same time taking care of our employees, our community, and the environment. Here, people are our priority. We have been recognized as one of West Michigan's Best and Brightest Companies to Work for twelve consecutive years and were named a National Best and Brightest Company in 2021. We are a growing medium-sized general contractor with a historically strong base of operations in Michigan and a growing national presence.

### **Position Summary**

The Project Engineer (PE) is responsible for managing and planning various aspects of a project such as reviewing design and bid documents, evaluating trade contractor and supplier proposals, obtaining permits, overseeing construction progress, and document and cost control to ensure the project is completed successfully. The PE also performs site inspections for safety and quality purposes. This is a full time FLSA exempt position. This position requires 40 work hours per week with the ability to work more if required. This position may require daily travel to one or more jobsites.

### **Contacts**

The Project Engineer reports to assigned Project Manager or Superintendent.

### **Functions, Duties and Responsibilities**

- Creates and updates project schedules, phasing plans, and site logistics.
- Creates and monitors submittal logs.
- Receives, reviews, and distributes submittals, shop drawings, and keeps accurate and updated construction documents.
- Attend project meetings, tracks progress, and provides project updates.
- Coordinate work with customers and subcontractors.
- Prepares building permit applications and submits to municipality.
- Processes RFI's and updates as-built drawings in project management software.
- Assist project accountant



- Ensures site safety reviews and addresses critical safety concerns arising in the work field.
- Ensures abidance of safety rules and regulations.
- Performs quality inspections and addresses any areas of concern.
- Performs material equipment and craftsmanship inspections.
- Compiles all required inspections for building occupancy.
- Creates, distributes, and completes project punch list.
- Schedules and tracks owner training.
- Manages warranty items.
- Assist superintendent and/or project manager with assigned tasks.

#### **Qualifications and Skills**

- Proficiency with Microsoft Office Suite products (outlook, word, excel, project, power point etc.)
- Attention to detail and problem-solving ability.
- Self-motivated team player.
- Demonstrate strong interpersonal skills and the ability to clearly articulate ideas both verbally and in written communication.
- Demonstrate ability to be positive and proactive in a fast-paced work environment.

#### **Education/Experience/Knowledge**

- Bachelor's degree in construction management, project management or Engineering; or equivalent years of experience.

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.)*



# Application: Employment Application

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

## PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) Yes No

Have you ever been terminated from employment or asked to resign by an employer? Yes No

**If yes**, please provide company names and details \_\_\_\_\_

Can you work any shift? Yes No

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  
Yes No

## EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_ Hourly Rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed?  If so may we inquire of your present employer? \_\_\_\_\_

## REFERRAL SOURCE

How did you hear about us?  Walk In  Advertisement/  Referral  Other

Have you ever worked for this company before? Yes No Explain \_\_\_\_\_

Do you know anyone who works for our company? \_\_\_Yes \_\_\_No If yes, who? \_\_\_\_\_

EDUCATION	Name and location of school	No. of yrs. Attended	Degree Received	Subjects studied/Major
High School				
College or University				
Trade, Business or Correspondence School				

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	

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Reason for leaving

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From

To

Employer Name

Telephone

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Job Title

Address

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Immediate supervisor and title

Summarize the nature of work performed and job responsibilities

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Reason for leaving

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. \_\_\_\_\_

Computer Skills (please describe):

**REFERENCES** Give the names of three persons not related to you, whom you have known at least three (3) years.

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Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

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**Please read carefully before signing.**

Veneklasen Construction is an equal opportunity employer. Veneklasen Construction does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation Veneklasen Construction to hire me. If I am hired, I understand that either Veneklasen Construction or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Veneklasen Construction has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Veneklasen Construction true and complete information on this application. No requested information has been concealed. I authorize Veneklasen Construction to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date \_\_\_\_\_ Signature \_\_\_\_\_