

JOB OPPORTUNITY

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| **JOB INFORMATION** |
| **POSITION TITLE:** Junior Project Engineer **DATE**: Oct. 22nd, 2021**COMPANY:** G P Roadway Solutions**LOCATION:** Construction **POSTING:** 2021 - 085**REPORTS TO:** General Manager/Construction ManagerAddress: 660 Mapunapuna St., Honolulu, HI 96819 |
| **PRINCIPAL DUTIES** |
| 1. Assists on assigned projects. Reviews contract documents and requirements and coordinates construction activity in assigned area.
2. Prepares and updates project schedules for contractors and/or subcontractors. Maintains database of active projects.
3. Attends pre-bid, pre-job conferences and project meetings for assigned projects
4. Assists with project correspondence including, but not limited to, schedules, RFI, proposals and daily reports.
5. Confirms material and equipment requirements with Project Engineers, Superintendent, and Project manager. Coordinates submittals of material specifications with internal contact as needed.
6. Reviews for availability of equipment and materials. Assists with material orders, schedules delivery to meet project requirements, and communicates the maintenance and repair of equipment with Fleet Maintenance department.
7. Reviews the profitability of all assigned project. Assists with project billing information. Reviews cost data and provides forecasting information regarding projects.
8. Provides feedback on assigned project audits and reviews project procedures to ensure continued improvement.
9. Responsible for customer relations for assigned projects.
10. Assists with estimating projects for assigned projects.
11. Assists with time sheets, travel, and clerical work for assigned projects
12. Performs other duties as assigned.
13. Promotes awareness of and follows Company and general safety policies.
14. Exhibits a core understanding of mutual respect and good customer service orientation in interactions with all people in the workplace.
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| **PRINCIPAL REQUIREMENTS** |
| 1. 0-2 years construction industry experience
2. Proficiency with Word, Excel, Access, Outlook
3. Sufficient proficiency for daily tasks.
4. Basic math to perform daily tasks.
5. Able to read and understand contract documents.
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| 1. Ability to read blueprints.
2. Valid driver’s license and favorable traffic abstract.
3. Excellent verbal and written communications skills.

9. |

Note: The above reflects essential information to describe the characteristics of the job and shall not be construed as a detailed list of all job requirements, nor shall it in any way limit the right of management to assign work or direct the work force.