



**CRANE**

**CONSTRUCTION COMPANY LLC**

## **Construction Project Engineer/Assistant Project Manager**

### **General Statement of Position**

Crane Construction Company LLC is looking for a Construction Project Engineer/Assistant Project Manager with a varied and broad skill set to join our third generation construction and development company. **The ideal candidate is based near our suburban Phoenix office (Peoria, AZ). In addition, this Project Engineer will be willing to travel from time to time for construction jobs throughout the USA.**

The ideal candidate will bring to the table the experience, skills and knowledge required to assist Project Manager's in managing complex construction project from initial planning to completion. The position will be part of the team that manages and controls projects from bidding to close-out. This will include assist with the bidding process, collaborating and coordinating with the Project Manager and Superintendent building the job on productivity, schedule, quality work, trade, supplier coordination and close-out.

This person must be exceedingly well organized, flexible, and tactful with regard to client communication. They will serve as one of Crane's Ambassadors to the client. Further, it is our hope that this person is interested in growing professionally over time as the business grows.

### **Project Engineer/Assistant PM Job Responsibilities:**

- Track job costs on individual projects
- Gather and review pricing from subcontractors for submission to client/construction managers
- Assist Project Managers and Superintendents as needed
- Update and maintain weekly cost summary reports
- Review, organize and distribute contract documents
- Perform site visits, pre-bid walk-throughs as needed
- Receive, review, forward and track status of submittals
- Initiate, prepare, review, track and distribute RFI's
- Assist in the management of project permit process
- Assist in the preparation of bid packages and procurement
- Receive and review change orders
- Assist in gathering project close out documents
- Facilitate a strong client relationship and support the project management team to deliver overall construction services in a professional manner

### **Project Engineer/Assistant PM Requirements:**

- Knowledge of General Construction
- Excellent communication skills
- Good knowledge of MS Office
- Familiarity with construction/ project management software
- Excellent organizational and time-management skills
- A team player

## **About Crane Construction Company LLC**

Crane Construction Company LLC is a rare breed in the construction industry. Crane was founded on the philosophy that our owners be intimately involved in every project. We take on a limited number of projects each year to ensure that our Principals are involved with every project, and each is handled meticulously from start to finish. This approach allows us to be more agile and innovative, and our lack of bureaucracy provides unmatched efficiency and client satisfaction. A family-owned and operated business with roots in construction for 71 years, we've built a reputation for excellence, collaboration and integrity.

Working at Crane Construction Company LLC offers you an opportunity to grow professionally by being an integral part of our employee support team. Crane Construction Company LLC offers a competitive salary and a comprehensive benefits program including medical, dental, life insurance, and long-term disability coverage, plus 401(k).