

## PROJECT ENGINEER

### POSITION DESCRIPTION

- Assist the project team in the execution of project administration duties
- Prepare mechanical cost estimates by analyzing proposal requirements
- Manages project paper flow
- Updates contract documents
- Maintain project files
- Supervise preparation of submittals, operating and maintenance manuals
- Material and equipment procurement
- Assists in estimating work by overseeing cost estimates and proposals
- Assists with monthly labor and project forecasts
- Assists with change order pricing and negotiation
- Assists in marketing efforts
- Assists with billings
- Supervise preparation and distribution of submittals, operating and maintenance manuals, and as-built drawings
- Complete job close out procedures, support commissioning activities, and schedule customer training
- Develop positive relationships with customers, subcontractors, vendors, and fellow employees
- Additional tasks as assigned

### QUALIFICATIONS

- BS in construction management or related business studies

### PERSONAL CHARACTERISTICS

- Team player – ability to interface with construction and design team
- Strong work ethic
- Manage multiple tasks simultaneously
- Strong communication skills

### ABOUT AUBURN MECHANICAL

Auburn Mechanical is known as the mechanical contractor that delivers exceptional service on every project. Our reputation is the result of a company culture committed to quality, consistent and on-time services. This commitment begins with our mission statement: To produce and maintain innovative mechanical systems for customers who choose Auburn Mechanical, when performance counts. To help us fulfill our mission, we recruit and train highly competent professionals who have integrity and take pride in what they do. Our devoted culture is represented in the long-term commitment employees make to Auburn Mechanical.

Auburn Mechanical offers a competitive benefits package including 100% employer paid medical, dental, short & long term disability and life insurance.

Interested applicants should send resumes to [hr@auburnmechanical.com](mailto:hr@auburnmechanical.com). Reference job title within email. No phone calls please.