

# CONCRETE PROJECT ENGINEER – JOB DESCRIPTION

## **NIBBI SUMMARY**

Nibbi Brothers General Contractors is a dedicated team of construction professionals servicing our clients and community by building safely with integrity, innovation and quality. Our core markets include commercial, civic, seismic retrofits, historic restoration, waterfront structures, education, housing, hospitality, and community based facilities. Nibbi self-performs several scopes of work and has a structural concrete division. Nibbi Concrete partners with Nibbi's general contracting business, as well as other Bay Area General Contractors. Over 95% of our projects are negotiated, ranging in size up to \$150 million.

At Nibbi we provide dynamic career opportunities and mentoring for our employees. We encourage leadership training and continuing education at all levels. We are proud of our emphasis on fostering a strong sense of family through caring, mutual respect, and promoting a strong work / life balance. We continuously strive to recruit, develop, and retain the best talent.

## **POSITION SUMMARY**

The Project Engineer's primary responsibility is to assist and support the Project Manager in the successful completion of assigned projects. The Project Engineer will assist with document management, risk management, and client relations. Occasional travel is required. This position reports to the Project Manager.

## **ESSENTIAL FUNCTIONS**

- Assist Project Manager with document management, risk management, and client relations of assigned projects from pre-construction to closeout.
- Ensure Nibbi's standards of safety and quality are adhered to by assertively championing Nibbi's safety culture to project team and subcontractors.
- Work collaboratively with Superintendent, project team members, and field.
- Represent Nibbi in a professional manner.

## **RESPONSIBILITIES**

- Manage project files and flow of information for assigned project.
- Manage as-built drawings.
- Concrete take-offs
- Formwork inventory
- Photo documentation
- Assisting with oversight of concrete pour
- Keep all jobsite and field plans up to date.
- Manage RFIs.
- Manage submittals.

- Maintain pertinent project logs (redi-mix, formwork, coordination, etc.)
- Take meeting minutes at Foreman, OAC, pre-task, and general meetings as required.
- Conduct meetings when needed.
- Attend company and industry events including meetings, trainings, workshops, etc.
- Other related duties as assigned or needed.

## QUALIFICATIONS

Degree in Construction Management, or related field, preferred. Candidates must have basic knowledge of general building trades and sequence of work, project financials and cost procedures, and EH&S practices. Key competencies are initiative, communication, teamwork, and dependability.

**Technical Skills:** ProCore, Tekla, On-Screen Take-off, MS Office Suite.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodations, to successfully perform the essential functions of this job. While performing the duties of this job the employee may be exposed to conditions that include weather such as heat and/or humidity and cold, fumes or airborne particles, exposure to dust and asphalt, and moving mechanical parts. There may be occasional exposure to toxic or caustic chemicals. Conditions can also include risk of electrical shock and risk of vibration. The noise level in the work environment can often be loud.

The Project Engineer is regularly required to:

- Walk, climb stairs, sit, and stand.
- Talk and hear at normal levels.
- See with close vision, distance vision, color vision, peripheral vision, depth perception, and have the ability to adjust focus.
- Reach with hands and arms.
- Use hands and fingers to operate tools and other business machines.
- Lift and/or move up to 50 lbs.

## COMPENSATION & BENEFITS

Comprehensive medical, dental, and vision  
Flex plans  
Life insurance  
Supplemental insurance plans  
401K with employer matching

PTO  
Holidays  
Incentive compensation bonus  
Tuition and student loan repayment assistance

Nibbi Brothers is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, veteran status or any other personal characteristic protected by law. Employment decisions are made on the basis of qualifications, merit, and business need.

Must be authorized to work in the US now and in the future.

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