



PROJECT ENGINEER

ACE is looking to add a capable, resourceful and hardworking Project Engineer. You'll be placed with a high functioning team on one of our construction sites or at our main office in Columbia, MD. This position requires great initiative, team working, flexibility, ability to learn quickly, and superb communication skills, both internally and externally. This is an ideal position for someone who is passionate about construction and looking to take their career to the next level. You will look to master your core responsibilities and assist other internal departments. Together we will produce great results that will move your career and ACE forward!

On any given day, you'll be performing engineering and construction management activities associated with your assigned construction project. You'll be doing one or all of these things on a day to day basis:

- Review of technical submittals & shop drawings
- Quality control checks of submittals, and materials delivered to the project (measure twice, cut once!)
- Updating the project schedule
- Developing 3 week look ahead schedule with the project team
- Ensuring the workforce has the proper materials/tools/equipment
- Review and understanding of Contract plans & specifications
- Ensuring the project contract documents are followed
- Communicating with Superintendent/Foremen to find out potential problems and what materials they will need
- Looking into questions/conflicts/problems that come up and work to solving
- Drafting RFI's for managers review
- Ensuring Subcontractors are performing the work in their subcontract safely, correctly, completely and in a timely fashion
- Track & record deliveries to the project site
- Review and approve invoices for project materials
- Understand the project budget and cost reports
- Understand labor reports and cost code system
- Weekly labor quantity audits
- Quality checks to ensure our work conforms with the plans and specs
- Identifying work that is extra to the contract
- Working with the project manager to price up change work
- Assist in negotiating change order with the owner/engineer
- Attend all project meetings
- Review and assist in drafting daily reports
- Keep good communication between the office staff and field staff (communication is key!)
- Assist in setting up initial schedule of values
- Negotiating/progressing monthly pay applications
- Get vendor quotes for project materials and review scopes



- Make suggestions to the Project Manager on best value purchases
- Negotiating final price & terms with vendors
- Write Purchase Orders and Subcontracts for managers review & approval
- Tracking Project records and filing via paperless system
- Keeping all project logs current
- Keeping office supplies stocked (delegate, delegate, delegate!)
- Making sure deliveries are coordinated with equipment/personnel to unload it
- Ensuring the delivery matches the packing slip
- Ensuring the delivery/packing slip is correct
- Storing materials in the proper location
- Keeping track of what was delivered
- Updating Material Order Schedule
- Perform Safety audits
- Assemble work packs for major labor activities

Once you master your core responsibilities, you will be asked to assist in our Estimating and Preconstruction Departments, performing the following tasks as needed:

Estimating:

- Understand corporate estimating methods and reports
- Attend turn over meetings
- Understand the estimating process of detailed scopes for every item
- Collect multiple bids for each scope
- Develop detailed estimate for project change orders with the assistance of estimating
- Perform a rotation in estimating and become familiar with ACE estimating procedures

Preconstruction:

- Attend turn over meetings
- Perform preconstruction duties as assigned by Preconstruction Manager
- Review and understand administrative paperwork
- Manage purchasing assignments for the project
- Build the initial schedule with guidance from the Project Manager and Superintendent

Outside of your core and ancillary responsibilities, you'll master our general duties that lead to success and professional growth, these responsibilities are as follows:

- Understand the ACE Vision and apply it in your duties
- Understand the 4 Building Blocks of project success and how the Project Engineer duties relate



- Understand and comply with all ACE and project safety requirements
- Attend trade conferences such as Water Environment Federation's Technical Exhibition and Conference (WEFTEC) and World of Concrete
- Attend regular ACE management and training meetings
- Attend scheduling training classes
- Attend Karrass negotiating seminar
- Work with a Project Manager to manage small projects, change orders or sub-projects

Desired Skills and Experience:

- Undergraduate degree required. Degree in engineering, construction management or a related discipline preferred
- 1-3 years working on water/wastewater construction projects
- You have exceptional customer and client focus
- You demonstrate genuine interest in the construction industry
- You want to live in the Mid-Atlantic region
- Thrive managing multiple priorities in a deadline driven environment
- Work well in a team environment
- You are a leader and communicate effectively with supervisors, peers and others
- Passion to learn and develop professionally

Meet ACE

Over the last 18 years, we have steadily grown and we are consistently ranked a Top 200 Environmental Contractor by Engineering & News Record (ENR). Through continually enhancing our processes and prioritizing a team first approach, we produce the highest quality finished product for our clients. We provide a challenging and rewarding environment through focusing on continuous improvement and investing in the professional development of our employees. We encourage our employees to have a healthy work/life balance, give back to the community and enjoy time with their fellow employees at various company outings. These efforts result in a challenging and rewarding environment preserving and improving our world's most precious resource – water!