

PREFAB PROJECT ENGINEERS

Marmol Radziner Prefab, a design-build practice encompassing Prefab Design and Construction, seeks **Project Engineers** for our Prefab team. The majority of your work will focus on residential prefabricated design.

See our Prefab websites for further information, www.marmolradzinerprefab.com

Description:

Clarify architectural drawings for production and manage the information process for production projects. Check architectural drawings for conflicts or clarifications. Manage RFI and FD process between the production line, factory subcontractors and designers. Ensure all scope is installed per the architectural drawings and specifications. Coordinate and oversee the as-built documentation process and architectural quality control. Assist the Production Manager as needed.

Essential Duties and Responsibilities:

- Participate as necessary in pre-construction services
- Conduct thorough construction reviews
- Attend and document project meetings (write minutes)
- Set up and maintain project filing system
- Update and maintain all sets of drawings, specifications and logs
- Distribute all documents to subcontractors, maintain document logs
- Evaluate field problems and document RFI's
- Prepare and maintain RFI logs
- Review, evaluate and transmit submittals
- Prepare and maintain submittal logs
- Prepare and maintain expediting logs
- Review and assemble change order submittals and quantity surveys
- Compile contract close out documents (O&M, manuals, as-builts, etc.)
- Document and distribute punch list work
- Complete other responsibilities as assigned

Requirements:

- College degree in Architecture, Engineering or Construction Management
- 3-5 years experience in construction or architectural project management
- Extensive AutoCAD experience a must
- Effective written and verbal English language communication skills.
- Ability to use independent judgment; self-initiating.

We offer Competitive Compensation and Benefits

If you think you are a good match for this position, we want to hear from you. Please send work samples and resumes to:

Jason Davis
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Please keep digital files under 3MB