

**DCS Midwest, LLC**  
**Project Engineer - Commercial**  
**Job Description**  
**5-1-19**



**Company Description:** DCS Midwest is a fast growing, medium sized, commercial, general contractor with in-house design / build capabilities focusing on construction projects within the Chicago metropolitan market, in both urban and suburban locations. Our primary work consists of negotiated projects in the retail, restaurant and medical sectors working with national brand companies. Projects range from out parcel, ground up build-to-suits thru large parcel assemblage site and infrastructure developments.

**General Description:** Job includes working as an important team member in the corporate office and in the field that allows the company to successfully execute and deliver of construction projects within budget, on time and of high quality. Candidate should have experience in several areas of construction business operations, being focused on office organization and assisting the company's management and field teams as necessary, with responsibilities that include:

**Position Summary:**

Works with the Director of Construction and Superintendent to complete Project related responsibilities including but not limited to document management, scheduling, reporting, quality control, safety, and other basic tasks during the construction period. Work locations can vary between jobsite and main office. Also assists in office with Procurement / Estimating department.

**Project Responsibilities**

- Preparing and maintaining project schedules, coordinating efforts with the Superintendent
- Assist and coordinate with Superintendent in coordinating subcontractors to maintain project schedules
- Assist and coordinate with Superintendent the weekly progress / status reports to be issued to the management team
- Assist and coordinate with Superintendent the tracking and coordination of material and equipment deliveries,
- Track, coordinate and manage any drawings or documents issued after commencement of construction by the design team (i.e. addendum, changes, clarifications) so all parties have such drawings or documents and the field, and the subcontractors and office are all working from the same, most current documents. Update enumeration of Contract Documents and issue to all subcontractors and design team for concurrence on such documents.
- Track, coordinate and manage Submittals and Shop Drawings for compliance with contract documents, between design team, field and subcontractors
- Track, coordinate and manage Requests for Information (RFI) between design team, field and subcontractors
- Track, coordinate and manage public and private utilities company installations that are necessary for the Project
- Administer project punch list (issued by design team and internally) with responsible subcontractors to its completion
- Prepare Project close-out documents and coordinate submittal to the governing authorities, client and others as required
- Participate in various construction meetings as required
- Oversee general correspondence and perform additional assignments as assigned

**Office Responsibilities:**

Assist Estimating / Procurement Manager (EPM) with preparing estimates and manage bidding for lump sum and negotiated contracts as requested

**Education / Experience:**

- 2 – 15 years experience in the construction industry
- BS Construction Management, Engineering or equivalent work experience.
- Ability to read and comprehend project specifications, drawings and contracts
- Knowledge of construction equipment and techniques
- Able to effectively manage multiple projects simultaneously
- Excellent interpersonal and communication skills, team player and focused on process and improvement to the process
- Proficient in Microsoft Office suite (Excel, Word) and scheduling software MS Project