

Project Engineer – Site Operations

Reporting Manager: Director of Construction / Construction Manager
Location: Sumner, WA
Classification: Exempt

POSITION SUMMARY/RESPONSIBILITIES:

Under the Director of Construction and the Construction Manager, the Project Engineer will be responsible for assisting in all pre-construction, estimating, and management of construction of suburban multi-family projects. With supervisory level oversight, the Project Engineer will provide an active role, as follows:

Prior to Construction:

- Work with the Development and Acquisitions Teams to assist in the feasibility phase of a project. Assist in the due diligence process by responding to requests for preliminary pricing, and analysis of existing architectural and engineering data, geotechnical data, topographical data, civil information, utility availability, and any other construction related issues.
- Work with the Construction Team, Development Team, Architects, Engineers, and other consultants (collectively "Project Team") to assist with pricing and construction input during the design development process.
- As the design documents become more clearly defined, assist in the preparation of a construction cost estimate by working with various Trade Contractors to obtain pricing, or utilizing historical costs when Trade Contractor information is not available. Assist with receiving and analyzing all bids and incorporating them into the updated detailed cost estimate. Assist in preparing a detailed schedule of the activities necessary to complete the project.
- Work with the Construction Team to perform value engineering exercises, as needed.
- Assist in the development of specifications that conform to the marketing requirements of the project, and the budget that has been established. Assist in preparation of scopes of work for each trade that will be necessary to complete the project.
- Notify the Project Team of any long lead items or other factors that may have an impact on delivery of the project, due to cost increases, difficulty in obtaining the materials, etc.

During Construction:

- Assist with planning and short interval scheduling.
- Document pre-construction conditions of project site and adjacent properties. Relate this information to the assumptions made for the budget.
- Provide support for weekly Trade Contractor meetings to discuss safety, schedule, and coordination.
- Meet regularly with the Project Team, including regular weekly meetings with the Site Operations Team.
- Provide construction permitting support, as needed.
- Work closely with the Project Team on any issues relating to drawing conflicts, clarification of details, and any other requirements by the Development Team during construction.

Project Controls:

- Assist with entering all contract, change order, and purchase order details into the Project Cost Report (in Excel). Update the Project Cost Report monthly (using Yardi).
- Draft and submit contract changes, change orders and purchase orders for approval, as needed.
- Prepare field directives and change orders, as needed.



Turnover of Project:

- Work with all Trade Contractors regarding submittals, such as operation and maintenance manuals, warranties, and other paperwork required for project completion.
- Work closely with the Construction Coordinator to produce operation and maintenance manuals for the use of the Property Management Team.
- Work closely with the Development Team to obtain performance and maintenance bond releases.

REQUIRED EXPERIENCE AND ABILITIES:

- Bachelor of Science in Construction Management, Engineering, Architectural, or a related degree.
- Ability to ‘think outside of the box’ and practice creative problem-solving for the benefit of a project.
- A basic understanding of structural, architectural, mechanical, and geotechnical design and principals.
- Competent in Microsoft Word, Excel and MS Project.
- General understanding of construction cost accounting and budgeting systems.

CORE COMPETENCIES:

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| • High emotional intelligence | • Excellent written & verbal communication |
| • Positive | • Handling stress |
| • Innovative | • Long range planning |
| • Self-aware | • Personal accountability |
| • Balanced decision making | • Persuading others |
| • Ability to develop & analyze complex calculations | • Proactive thinking |
| • Attention to detail | • Problem management |
| • Ability to delegate (and follow up) | • Realistic goal setting for others |
| • Creative problemsolving | • Results oriented |
| • Organized and able to multi-task | • Self-management |
| • Self-starter | • Specific industry or job knowledge |
| | • Customer oriented |

HOW TO APPLY:

If you are interested in being considered for this position, please submit the following materials to info@tarragon.com:

- Resume
- Cover letter

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