

PYRAMID CONTRACTING

PROJECT ENGINEER

FLSA Classification: Exempt

Reports To: Project Manager, at the discretion of the Business Unit Leader

Business Unit: Operations — Project Management

POSITION SUMMARY

The Project Engineer is the entry-level project management position at Pyramid Contracting, responsible for supporting the Project Manager and Superintendent across all phases of commercial construction project delivery. This role owns the daily flow of project information — submittals, shop drawings, RFIs, document control, material and equipment tracking, change documentation, schedule support, quality control, and closeout — with the discipline and accuracy that directly protects project margin and owner relationships. The Project Engineer operates as a key contributor within a defined career path, advancing toward Assistant Project Manager and, ultimately, the Project Manager role through consistent demonstration of accuracy, ownership, and sound judgment.

ESSENTIAL FUNCTIONS

Document Management and Design Coordination

- Maintain all project documents — contract drawings, specifications, shop drawings, RFIs, and directives — as the controlled, current record of the project, and distribute updates promptly to field staff and subcontractors.
- Coordinate constructability and design details with the Superintendent, subcontractors, and the design team, ensuring trades are properly aligned within the designed space.
- Track open design questions and flag gaps, conflicts, or incomplete information to the Project Manager before they affect cost or schedule.
- Post updated drawings and specifications to Procore in real time and maintain the document log as the single source of truth for the project.

Submittals and Shop Drawings

- Establish, expedite, and manage the submittal process; review, coordinate, and route submittals between subcontractors and the design team.
- Verify full compliance with contract submittal requirements, maintain documented proof of approval status, and confirm approved submittals are returned to subcontractors per the project schedule.
- Monitor submittal timelines against the procurement and construction schedule, escalating slippage to the Project Manager before it becomes a field delay.

Material and Equipment Expediting

- Maintain procurement and delivery logs that capture supplier confirmation, shipping origin, delivery schedule, and real-time status — not assumed status.

- Actively expedite materials and equipment to protect the schedule and identify delivery risk before it becomes a field delay.
- Maintain the equipment rental log against the equipment requirements log and budget, and monitor small-tool and expendable costs to budget.

Change Management

- Evaluate changes as they arise, initiate development of supporting contract documentation, and maintain a complete change record — drawings, owner and design-team directives, notices, pricing, and quantity surveys.
- Support the Project Manager in establishing entitlement and capturing full and fair fee recovery on every change event.
- Provide timely, well-documented pricing so that no change advances without a clear cost and schedule basis.
- Assist with the preparation and submission of change order proposals and ensure all change management activity is logged and current in Procore.

Scope of Work, Takeoffs, and Procurement Assistance

- Review design information and develop scopes of work for assigned bid packages and purchased items.
- Perform quantity takeoffs and assist in the evaluation, leveling, and award of subcontracts and purchase orders.
- Support the buyout process by maintaining procurement logs and coordinating with the Project Manager on scope coverage and award decisions.

Schedule Support

- Work with the Project Manager and subcontractors to prepare, monitor, and update the detailed project schedule using Microsoft Project or the project's scheduling platform.
- Prepare three-week look-ahead schedules and distribute to the Superintendent and active subcontractors.
- Support weekly subcontractor coordination meetings and prepare meeting minutes with action items, responsible parties, and due dates.

Quality Control and Quality Assurance

- Monitor field construction for compliance with contract documents, specifications, and quality requirements.
- Support pre-installation meetings, participate in city inspections and safety reviews, and document quality outcomes.
- Help drive timely correction of identified deficiencies and escalate unresolved quality issues to the Project Manager.

Project Reporting and Administration

- Prepare and maintain a variety of project reports — daily logs, weekly progress summaries, equipment tracking, manpower reports, and percentage-complete updates — to support the project team.
- Maintain all required documentation for the assigned role, including correspondence, emails, and meeting minutes.
- Support the Project Manager in monthly cost reporting by keeping change event logs, procurement logs, and commitment records current and accurate in Procore.

Closeout and Punch List

- Manage punch list tracking through completion and support the warranty process from identification through resolution.
- Assemble closeout manuals — warranties, product samples, color schedules, shop drawings, vendor and subcontractor lists, and replacement parts.
- Maintain as-built drawing logs and coordinate owner training on building systems as required by the contract.

COMPETENCIES

- Strong organizational discipline and attention to documentation accuracy and detail.
- Clear, concise, and professional written and verbal communication skills across all project relationships — owner, designer, subcontractors, and internal team.
- Ability to read and interpret construction drawings, specifications, and contract documents.
- Sound judgment in recognizing schedule, cost, and quality risk, with a consistent bias toward early escalation rather than delayed communication.
- Proficiency with Procore or comparable construction project-management software.
- Competence with Microsoft Project or equivalent scheduling software, Microsoft Word, and Microsoft Excel.
- Effective collaboration with field staff, subcontractors, and design partners in a fast-paced, multi-trade project environment.
- Ability to manage multiple priorities and competing deadlines without losing documentation discipline.
- Demonstrated follow-through — logs, submittals, and trackers reflect verified, real-time status rather than estimated or assumed conditions.
- Alignment with Pyramid's operational standards: profit protection, zero-surprise owner communication, and internal control of critical project systems.

SUPERVISORY RESPONSIBILITY

This position does not carry direct supervisory responsibility. The Project Engineer reports to the appointed Project Manager and works in close coordination with the project Superintendent. As the position advances toward the Project Engineer II and Assistant Project Manager levels, the role may include mentoring and onboarding support for less experienced team members and project interns under the direction of the Project Manager.

WORK ENVIRONMENT

This position operates in a combination of office and active construction jobsite environments. The Project Engineer is expected to be present on the jobsite regularly to support field coordination, quality inspections, subcontractor meetings, and document control. Jobsite conditions include exposure to weather (heat, cold, rain), construction noise, uneven terrain, and the presence of heavy equipment, power tools, and active trade work. Work surfaces may include scaffolding, ladders, elevated platforms, and partially completed structures. Personal

protective equipment (PPE) is required on site and will be provided. Extended hours and weekend availability may occasionally be required to meet project schedule demands.

PHYSICAL DEMANDS

This role requires the ability to navigate active construction sites over varied terrain, including climbing ladders, stairs, and scaffolding to inspect work in progress. The Project Engineer must be able to stand, walk, climb, bend, stoop, and reach overhead regularly throughout the workday. Lifting requirements range from minimal loads to approximately 50 pounds; assistance is available for heavier loads. Prolonged periods of sitting and viewing computer screens are also required for office-based administrative and reporting responsibilities. Reasonable accommodation will be provided for qualified individuals with disabilities.

TRAVEL

This position requires regular travel to and from active project sites within Pyramid's operating region. Overnight or extended travel is generally not required but may occur based on project location and phase. The Project Engineer must hold a valid, unrestricted state-issued driver's license, maintain a satisfactory motor vehicle record, and operate any company or personal vehicle used for company business in accordance with Pyramid's driving policy.

EDUCATION AND EXPERIENCE

- Bachelor's degree in construction management, engineering, architecture, or a related field is preferred but not required.
- Relevant internship, co-op, or field experience in commercial or industrial construction is strongly valued and may be considered in place of or in addition to a degree.
- Equivalent practical construction experience will be considered where it demonstrates readiness to perform the core responsibilities of this role.
- Procore proficiency or comparable construction project-management software experience is an advantage.
- Familiarity with Microsoft Project or equivalent scheduling software, Microsoft Word, and Microsoft Excel is expected.
- Demonstrated ability to read and interpret construction drawings and project specifications.
- OSHA 30 required.

BENEFITS

- Medical, dental, and vision insurance.
- Life insurance and short- and long-term disability plans.
- 401(k) retirement plan with company match.
- Paid vacation, personal days, and company holidays.
- Ongoing training and professional development opportunities.

- Defined career path with advancement toward Assistant Project Manager and Project Manager.

WORK AUTHORIZATION

The employee must be authorized to work in the United States.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.