

Project Engineer- Intern

30-40 hrs a week

Location- Pembroke Pines

Submit resume to [tnovick@kaufmanlynn.com](mailto:tnovick@kaufmanlynn.com)

**Job Summary:**

A project engineer acts as a key support to the project manager, performing essential project tasks such as the processing of submittals, assisting with the subcontractor procurement process, scheduling, subcontractor trade coordination as well as assisting the project manager through all phases of the project. The position is intended as a training ground for individuals to gain the experience and knowledge required to become a Project Manager.

**Project Engineers are specifically responsible for:**

Review of plans and specifications.

Managing the submittal process by reviewing all shop drawings against the project specifications, maintaining the submittal log, and coordinating the information with the architect, engineer, subcontractors and Project Superintendent.

Maintain control of all plans, specifications and revisions to ensure that the construction team is in possession of all current documents published by design team.

Managing the RFI process.

Coordinating and conducting Pre-Construction Meetings and Mock-ups with architects and subcontractors.

Assist in processing change orders.

Photographic documentation of the Project.

Management of the Project Closeout by securing all warranties, guarantees, as-builts, etc.

**The qualified candidate will have:**

Enrolled in or completed a four year building construction/ engineering degree or experience equivalent with a minimum of 3 months of on the job experience(internship is acceptable).

Knowledge of construction / architectural / engineering terminology.

Basic estimating skills.

Planning and organization skills.

The ability to operate a personal computer and various software programs.

The ability to manage multiple tasks and shift priorities.

Basic knowledge of scheduling in Suretrak, P3, or P6.