



SHELLBACK

GENERAL CONTRACTING

Location:
Oklahoma City, OK

Position Type:
Full-Time, Exempt

Level/Salary Range:
Commensurate w experience

Travel Required:
Light

Email Submission Process:
Send cover letter and resume in
Word or PDF format to
carly@shellbackgc.com

Questions?
[Email carly@shellbackgc.com](mailto:carly@shellbackgc.com)

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PROJECT ENGINEER

The Project Engineer (PE) works closely with the management team to provide support for the entire life cycle of a construction project. PE's must demonstrate knowledge in construction practices and provide coordination and administrative support to their assigned project teams. This position is intended for individuals to gain the experience and knowledge required to develop into a future Project Manager.

This position reports to the Project Manager and serves as a direct liaison between Staff, Subcontractors, and Clients to facilitate the completion of projects within constraints of scope, schedule, and budget, while ensuring the highest standards of workmanship and customer service.

KEY RESPONSIBILITIES

Utilizes project management software system to set up new projects, manage costs and change orders, provide updates, and distribute initial and revised drawings and plans to all required team members

May manage all aspects of smaller construction jobs and/or maintenance work

Ensures all project requirements are met as they pertain to insurance and permits

Reviews, processes, and distributes submittals; assists with buyout process

Works with team to schedule, manage, and document all project meetings; prepares and distributes meeting minutes; and communicates information among all project team members; creates and distributes progress reports as requested

Communicates all RFI's to applicable parties and processes in a timely manner; maintains log and reviews status to expedite critical RFI's

Prepares, processes, and distributes subcontract agreements, purchase orders, and change orders

Ensures that all accounting transactions for each job are received and have been allocated correctly within the budget

Assists in the preparation of closeout package process, including collecting documentation from subcontractors, vendors, architects, clients, and members of the internal project team

PREFERRED SKILLS & REQUIREMENTS

- EDUCATION** ▪ Requires a Bachelor's degree relating to Business and/or Construction
- EXPERIENCE** ▪ At least 2 years of experience in commercial construction project mgmt
- SOFTWARE** ▪ Proficient use of Bluebeam and Microsoft Word, Outlook, Project, Excel
- ATTRIBUTES** ▪ Must be able to manage multiple tasks and have excellent follow-up skills both internally and externally
 - Excellent written and verbal communication skills
 - Honest, personable, and motivated leader and team player
 - Able to negotiate, solve problems, work under pressure, and meet deadlines