



Project Engineer – Civil Division

ABOUT US:

J. Davis Construction is a full service general contractor with an unlimited class license. We service the upstate of South Carolina, Northeast Georgia and Western North Carolina. We were voted one of the fastest growing companies in South Carolina in 2016 & 2017 by SC Biz. We were also voted one of the "Best Places to Work in South Carolina" in 2017. Our company is divided into three divisions: General Contracting, Industrial Service and Civil/Grading.

The Civil Division is focused on being a premier grading contractor in our service area. We pursue grading and demolition projects of various sizes.

POSITION SCOPE:

As a Project Engineer with the Civil Division you need to be a driven, detail-oriented individual who can work without constant supervision. The ability to read civil drawings is not a must, but it will help you greatly. If you cannot do not worry, we can teach you. You will spend most of your time in the office, however, you may be asked to head into the field and support or manage crews.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Perform earthwork and material takeoffs
- Create meeting agendas and take minutes for client and subcontractor meetings
- Assist in contacting vendors and subcontractors for pricing proposals
- Assist with compiling project estimates and proposals
- Track equipment hours and charge to appropriate projects
- Manage small projects or certain tasks of a large project
- Complete client documentation and J Davis documentation, including work in process reports

SKILLS & ABILITIES:

- Must be computer literate with a working knowledge of Microsoft Office applications
 - Word, Excel, Outlook, Project
- Familiarity with construction project management software is a plus, but not required
- Reading understanding contract documents and civil drawings
- Knowledge of CAD is a plus
- Knowledge and a background with project Estimating, Planning, Scheduling and Budgeting

J. DAVIS EMPLOYEE EXPECTATIONS:

- Ability to work independently and in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

EDUCATION AND WORK EXPERIENCE:

Preferred 1 -3 years' experience with knowledge of construction, design, and cost management as a Project Engineer or similar position in a grading environment.

Bachelors Degree in Construction Science and Management, Civil Engineering or similar field is preferred but not required.

Interested applicants should can apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Westminster Office, 12245 S. Hwy 11, Westminster, SC 29693. Also, interested candidates may submit resumes by email to Russell Johnson, Resource Manager, rjohnson@jdavisinc.com.