



## **Project Engineer – General Contracting 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.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Learn the duties and responsibilities of a project manager
- Review drawings, project scope and specifications prior to start of a project
- Review bids from subcontractors, perform take-off as necessary to verify bid accuracy
- Prepare and submit for review all purchasing documents (sub-contracts, purchase orders, etc.)
- Prepare and distribute submittals and maintains submittal log
- Input schedule updates and send to Project Manager for review
- Assist and support Project Manager by attending project meetings with Owner, Architect, Sub-Contractors and others
- Draft and submit change orders for review by Project Manager
- Other tasks and duties, as assigned

### **SKILLS & ABILITIES:**

- Must be computer literate with a working knowledge of Microsoft Office applications
- Strong business ethics with regards to budgets, invoicing and payments
- Familiarity with construction project management software
- Reading understanding contract documents and P&ID drawings
- Knowledge and a background with project Estimating, Planning, Scheduling and Budgeting

### **J. DAVIS EMPLOYEE EXPECTATIONS:**

- Maintain company mission and core values
  - Mission
    - "We are providers of superior, passionate construction service leaving a positive impact on everyone we involve, while bringing honor to God.
  - Core Values
    - R.I.S.E – Respect, Innovation, Safety, Ethics
- Willingness to serve as a coach and mentor to direct reports
- Contributes to a positive company culture
- Self-driven work ethic
- Takes initiative to meet organizational goals
- Participates in company called meetings
- Ability to work independently and in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

**REPORTS TO:**

- Project Manager or
- Assistant Project Manager, as assigned

**SUPERVISORY RESPONSIBILITIES:**

- None

**EDUCATION AND WORK EXPERIENCE:**

0-2 years' experience with knowledge of construction, design, and cost management as a Project Manager or similar position with a general contractor.

Bachelor's Degree in Construction Science & Management or a related 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, Human Resource Manager, [rjohnson@jdavisinc.com](mailto:rjohnson@jdavisinc.com).