

# Dawson

## Civil Construction Project Engineer

Based out of Bellingham, Washington, **Dawson Construction** is growing, and we are looking for an experienced, motivated **Civil Construction Project Engineer** to join our team. This position will work within our Civil Department and will be responsible for coordinating the complete construction and administrative requirements of each project.

### Primary Responsibilities:

- Assist with bidding, conducting material take-offs, and soliciting quotes from subcontractors and suppliers.
- Provide technical support to the Project Manager and Superintendent.
- Possess a thorough understanding of the drawings, specifications and each subcontractor and supplier's scope of work.
- Assist the project manager with subcontractor and vendor buyout, preparation and tracking of contracts, and procurement of submittals and materials.
- Work with the project manager and superintendent to develop, update, and distribute the project schedule.
- Work on the job site for a period of time in the first year of employment.
- Assist with day to day coordination of subcontractors and material deliveries.
- Review shop drawings and submittals for compliance with the contract documents and processes within the time frames needed by the project schedule.
- Administer the Requests for Information (RFI) process.
- Assist with the administration of the Safety and Quality Control programs.

### Qualifications:

- Bachelor's Degree in Civil Engineering or Construction Management
- 2+ years of project engineering experience
- In-depth knowledge of the civil construction industry
- Excellent written/verbal communication skills
- Organized and exhibit a high attention to detail
- Ability to work under pressure to meet time constraints and deadlines
- Recognition of the importance of proper documentation
- Proficient in Microsoft Office Suite and ability to learn industry-specific software quickly
- *Fluency in Spanish is a bonus!*

***We offer competitive pay, excellent benefits, a culture of continuous improvement and opportunity for career advancement through continued company growth.***

**To Apply:** Please submit your cover letter and resume to [careers@dawson.com](mailto:careers@dawson.com)

EEO Employer/Disabled/Vets and Drug Free Workplace