



Powers & Sons Construction  
2502 Roosevelt Ave.  
Indianapolis, IN 46219  
317.269.2550

**Job Title:** Project Engineer

**Category:** Full-Time

**Effective:** October 2024

**Summary:** Powers & Sons Construction, recognized by the Indiana Chamber of Commerce as one of the Best Places to Work in Indiana for the past four years, is seeking a full-time Project Engineer who is primarily responsible for collaborating with the Project Manager to project specifications by studying project design, customer requirements, and performance standards. This position will play a significant role in the team and require a self-starter with expertise in construction and engineering. The ideal candidate adds to the overall effectiveness and impact of Power & Sons by establishing a day-to-day and ongoing connection with the company and customer, ensuring project requirements are articulated, scoped and managed. Powers & Sons Project Engineers overcome obstacles and push a project forward.

### Key Responsibilities

- Scope, prepare, and maintain the project schedule.
- Document controls - create and maintain a submittal log, RFI log, closeout log, meeting minutes, and other logs, as required.
- Managing project documentation.
- Prepare proposals for changes to the Owner/Architect.
- Prepare monthly billings to the Owner and review subcontractor billings, as required.
- Ensure safety compliance and update safety records.
- Ensure quality control measures and quality assurance checks are being performed.
- Attend job site meetings and assist, as required, in preparing/distributing meeting minutes.
- Assist in job site logistics planning.

### Qualifications, Skills and Competencies

- **Leadership** - Drives agenda and takes ownership of the results to create efficiencies. Sets strategic direction to affect business results.
- **Results** - Drive for results and strong commitment to achieving goal. Removes barriers to ensure success. Shares vision to drive change.
- **Collaboration** - Works well with others; actively listens and proactively shares information. Leverages relationships to get things done.
- **Technical Excellence** - Understands systems, processes and regulations to influence actions. Leverages technical ability to recommend change and new business.
- **Customer Focus** - Build customer relationships and meet client needs. Use knowledge and data to anticipate customer needs.
- **Develop Talent** - Build a supportive work environment and develop team members to drive positive business outcomes.
- Bachelor's Degree in construction, architecture, or engineering related discipline.
- Knowledge of the construction industry practices, procedures, and market trends.
- Dedicated, well-organized, able to plan, prioritize, and manage multiple tasks.
- Detail-oriented, with the ability to focus on quality and accuracy of work.
- Able to work under pressure and maintain professionalism when faced with aggressive deadlines.
- Excellent oral and written communication skills and the ability to interact with co-workers to develop and maintain positive professional relationships.
- Ability to effectively manage resources.
- A positive attitude and learning leader's mindset - must welcome training and coaching and assume responsibility for one's work.
- Experience with Procore, Primavera and Microsoft Project

**Travel Requirement:** Position may be assigned to a field job site. We target projects within one hour of our office.

**Benefits:** We offer a competitive total compensation package. Benefits available to full-time employees include the following.

- Paid Time Off
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life and Disability Insurance
- Profit Sharing & 401K Match

*Power & Sons Construction is an equal opportunity employer and is committed to providing an inclusive environment. We do not discriminate on the basis of race, color, religion, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, pregnancy status, military and veteran status, genetic information, and any other status protected by law. We provide qualified applicants and employees reasonable accommodation, when necessary, to enable individuals to complete the application process and/or perform the essential functions of the job.*