



CONSTRUCTION PROJECT ENGINEER

What We Do

Come be part of the affordable, home-ownership movement! Join us and make an impact on people's lives! Habitat for Humanity Greater San Francisco believes in the power of homeownership to create generational impact. To this end, we **build homes** for first-time homeowners and **sustain homeownership** by helping homeowners retain their home as an asset for generations to come.

Your Impact

The Project Engineer will assist and support the Project Management team with construction oversight. The position works under direct supervision, performs routine daily activities, and gathers and distributes information.

Primary Responsibilities

Project Coordination (65%)

- Setup initial contacts and project information in Procore
- Review subcontractor requests for information and recommend appropriate responses
- Track project sustainability requirements (e.g. Leed, Green Point Rated) and manage associated documentation
- Track project specific conditions of approval (e.g. Fish & Game, Army Corp, FD, City) and manage associated documentation
- Assist in management of project permit process
- Assist in preparations of bid packages and procurement
- Prepare material quantity take-offs
- Evaluate subcontractor requests for payment and recommend adjustments as appropriate
- Provide support to Project Management
- Inform Project Manager of all technical issues, decisions, and problems encountered on project
- Coordination of technical design issues
- Identify changes in scope, estimate any cost changes, and document the change in scope for review by architect and owner. Developing or facilitating development of project specific engineering and design procedures
- Leading Inter-discipline coordination by resolving design issues among/between disciplines as it relates to project scope
- Reviewing all design deliverables with particular focus on inter-discipline consistency and adequacy of discipline reviews, approve transmittals prior to issue



Compliance (25%)

- Perform on-site inspections of work in place and compare that work with the approved contract documents
- Review subcontractor costs proposals for compliance with contract requirements
- Review submittals against contract requirements and provide recommendations and obtain necessary approvals
- Review and interpret the subcontractor's progress schedule

Reporting (5%)

- Weekly and monthly reporting of engineering status and issues
- Prepare reports summarizing construction progress and status

Other Duties as Assigned (5%)

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Minimum Qualifications

- Bachelor's Degree in Engineering, Construction Management or related plus 2-4 years of experience working on construction projects
- Computer knowledge and efficiency, including Microsoft Office Suite and Microsoft Project
- Planning, organizational, and time management skills with the ability to multi-task, prioritize own work and delegate tasks
- Ability to build a comprehensive schedule
- Ability to coordinate subcontracts and contract documents
- Ability to apply basic engineering/problem solving principles to construction challenges
- Strong analytical and problem-solving skills
- Strong written and verbal communication skills
- Ability to always maintain discretion and confidentiality
- Must be able to travel within HGSF's tri-county service area (SF, Marin, San Mateo)
- Must be able to pass background check
(In accordance with state and county law: convictions do not necessarily rule out employment, it depends on the nature and severity of the conviction and is evaluated on a case-by-case basis, check is conducted on last 7 years only.)

Preferred Qualifications

- Knowledge of Procore, BlueBeam and PlanGrid



Work Environment

This role works both in a professional office setting and on construction sites. Work on site is outdoors with conditions that occasionally include inclement weather, heat and humidity. Noise level will be loud at times. Work on heights required. Ability to get to jobsites in our service region is required.

Physical Demands

This role is largely sedentary; however construction site visits require the following: Must be able to move objects and use abdominal and lower back muscles to provide support over time without fatigue. Movement and use of limbs. This position requires good manual dexterity, coordination and stamina, and the ability to lift and carry at least 20 pounds, go up and down stairs, ladders. Must be able to frequently communicate in English (verbal), including hazard communication. Must be able to recognize and respond to potential hazards based on both visual and auditory warnings systems.

Benefits

Compensation for this role is competitive, DOE. This full-time position offers medical, dental and vision insurance, life insurance, long-term disability, employee assistance program (EAP), Flex Savings Account (FSA), 403b retirement account, commuter benefits, 20 paid vacation days, 3 front loaded sick days (accrue up to 72 hours per year), and 13 paid holidays.

EEO: Habitat Greater San Francisco is an equal opportunity employer. Habitat Greater San Francisco strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. Reasonable accommodation is available for qualified individuals with disabilities, upon request.

Habitat GSF receives federal funds through Self-Help Homeownership Opportunity Program (SHOP) and is required by federal law, to the greatest extent possible, to provide job training and employment opportunities to Section 3 residents. *Section 3 residents are defined as public housing residents or low-income persons who live in metropolitan area or non-metropolitan counties where HUD-assisted projects are located.