

Otto Construction is seeking a Project Engineer for its Sacramento/Monterey area operations. OSHPD, DSA, LEED, and BIM experience is preferred. Otto Construction is an Equal Opportunity Employer and drug free workplace. Salary will be based on experience and qualifications.

Position requirements include:

- 4 year Construction Management or Civil Engineer degree.
- Minimum of 2 years of experience as a Project Engineer.
- Computer Skills such as Suretrak or Microsoft Project, P6, Word, Excel and Sharefile
- Ability to successfully work in a team environment.
- Strong organization, communication and listening skills.
- Good DMV record.

Duties:

1. Assist in seeking bids and price quotations for the purpose of subcontractor and material buyout.
2. Assist in inputting and updating the project master and short interval schedules.
3. Establish and manage the project's document control system to include submittal and RFI logs, reading file, as-built updating, electronic filing and purchase order log.
4. Review and process submittals including expediting their distribution and following up on critical and long lead items.
5. Continuously update the construction documents with all RFI's responses and plan changes.
6. Assist the project manager in information flow and distribution.
7. Perform filing, clerical and other miscellaneous duties as needed or directed.
8. Assist Superintendent in expediting approvals and deliveries of materials and subcontractors.
9. Assist Superintendent with on-site inventory of materials and/or equipment.
10. Assist/lead Otto's Quality Control process.
11. Assist in promoting and enforcing Otto's safety program.
12. Represent Otto Construction in a professional manner as the liaison between Otto's office and field, subcontractors, owners, architects and engineers.
13. Assist the superintendent in tracking and reporting quantities of self-performed work on a weekly basis.
14. Oversee project closeout procedures.

Standard Benefits Include:

- 401(k) Plan with Matching Contributions
- Health, Dental, Vision, Life and Disability Insurance
- Vacation, Holiday, and Sick Leave

Resumes can be emailed to John Hayward – [jhayward@ottoconstruction.com](mailto:jhayward@ottoconstruction.com)

**Employment placement agencies and executives need not inquire.**