

Office Engineer

An Oakland, CA-based professional consulting firm seeks an office engineer with two years or more of relevant experience in supporting construction administration, civil engineering, underground utilities or rail transit system construction projects initially for a part-time role (20 hours per week) which could grow into full-time work, pending client needs. The successful candidate will support technical coordination of engineering, design and construction duties in the field as well as perform office functions including reviewing requests for information (RFIs), estimating, bidding, and liaising with contractors and subcontractors under the direction of the Resident Engineer (RE).

If you want to work with and support a wide variety of projects and people as required, this job is for you. The pay is competitive.

The ideal candidate is motivated and will perform, at minimum, the following tasks:

- Assist the Resident Engineer with enforcing contract terms and conditions. Process contractor's submittals for compliance with contract book.
- Review, prepare and process responses to RFIs and submittals. Facilitate reviews by the owner and stakeholders.
- Package and track change notices, change orders and cost proposals, work with Resident Engineer to establish the scope of work for the change order pricing. Attach all supporting documentation and prepare binders for all change notices and change orders.
- Maintain project logs, including construction documents, correspondence, RFIs, submittals, changes, plans, and specifications.
- Prepare agendas, minutes and attachments for design, construction, and project update meetings.
- Log all permanent contractor ID badge and temporary C badge requests.
- Process submittals using vendor print transmittals (VPTs) for review and comments from designers and engineers.
- Maintain video and photo documentation of pre-construction progress, construction progress and closeout photo documentation in project files.
- Review monthly progress payment applications and extra work tickets for accuracy; ensure audit proof backup documentation is compiled correctly for each pay application.
- Perform other duties as assigned.

Education, required experience, and capabilities:

- BS degree in Civil Engineering, Construction Management, or Architecture is desired
- Two years experience as an office engineer or project engineer, or relevant training and education
- Solid oral and written communication and excellent organizational skills
- Ability to read and understand contract plans, specifications and project documents and work well with designers, contractors and stakeholders
- Some knowledge of construction materials, means and methods, plans and specifications and safety requirements
- Relevant field experience on transportation projects

- Be mentally sharp and able to keep yourself and project team, other stakeholders and utilities providers safe on pre-construction site walks and during the project
- Understand safety standards and manage multiple tasks and priorities while maintaining employee and site safety.
- Write clear, detailed and accurate inspection reports.
- Handle sensitive and confidential information and documentation.
- Proficiency in Microsoft Office Suite (Excel, Word), Adobe Acrobat Pro, Bluebeam, Pro Log, Expedition, or similar project data-tracking software.

You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

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