Project Engineer New Graduate - Construction
Las Vegas, NV

Job at a Glance

You’re a recent graduate looking to jump start your career in commercial construction. With direction and mentoring, as a Project Engineer New Graduate, you will have the opportunity to work on challenging projects right from the start. You will assist operations staff to ensure projects are completed on time and within budget.

Are you ready to be integrated into our diverse team with on-the-job training and in-house professional training programs? Join the Ledcor Building team in Las Vegas, NV.

Position Details

Responsibilities:
- Supports the overall site safety program as required, including subcontractor compliance with Ledcor standards and Project Specific Safety Plan (PSSP)
- Assists with the administration of the Project Quality Plan (PQP)
- Supports and maintains Ledcor systems and procedures at project start-up including: job site trailer/office set up and master filing system set-up of project billings and cost accounting system; creations and maintenance of the project directory
- Performs general administrative and recordkeeping functions including the review and distribution of documentation; preparation of correspondence and meeting minutes, submittals and RFI’s, maintenance of files, logs, drawings, specifications
- Supports the (sub) contract management/procurement process through tendering and awarding of work or supply materials; assists with the review, processing and coding of invoices and progress claims
- Supports the change order management process; securing pricing from the vendor/subcontractor, reviewing and inputting the data for project manager review, submitting the change request to the owner/consultant for approval, follow through with (sub) contract change orders / purchase orders as directed
- Participates in the tracking of project milestones and assists with the creation and maintenance of project schedule
- Supports and prepares for project close out; collecting warranties, O&M manuals and occupancy documents; creating turnover documents, demobilizing site and archiving documents
- Perform other related duties as outlined in Ledcor’s Construction Operations Manual

Requirements:
- 0 – 2 years related work experience or combination of relevant education and experience
- Completion of post-secondary education with a diploma or degree related to Civil Engineering, Construction Management, Construction/Engineering Technology, Quantity Surveying, Estimating, Engineering or related education
- General understanding of construction documents, practices drawings and specifications
- Cooperative approach to working with others to achieve team goals and objectives
- Ability to communicate clearly and collaborate with multiple project stakeholders
- Strong organizational, planning skills and the ability to manage multiple priorities
- Ability to solve problems based on clearly defined procedures
- Working knowledge of MS Office applications, including Word, Excel, Outlook and an aptitude of learning new programs
- Successful completion of pre-employment drug & alcohol requirements
How to Apply

Apply online at: http://jobs.ledcor.com/jobs/1106068-Project-Engineer-New-Graduate-Construction.aspx

About Ledcor

Ledcor Building offers full-service construction for commercial, residential, institutional, and light industrial projects, along with expertise in green building. Our depth of knowledge and expertise come from building hundreds of projects – of all sizes – across North America each year.

But when you work for Ledcor, your experience will go far beyond the project. Do you want a career that means more? Join our True Blue team now! Learn more at: www.ledcor.com

Ledcor is an EEO/AAP employer; all decisions are made without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity, or any other legally protected status. All applicants must be able to show proof of eligibility to work in the United States.