



# AVARA

15341 NE 90<sup>th</sup> St | Redmond, WA 98052  
206.365.4440 | www.avaraconstruction.com

We are looking for an exceptional **Project Engineer**

We are growing Eastside-based Commercial Construction Contractor. We specialize in Commercial Tenant Improvement interior construction.

We are a fast-paced, tight-knit group, with a distinct focus on growth and creating opportunities for our teams. We empower our team to deliver exceptional client service through support and alignment of our internal team, service partners, and clients. Our work is primarily in the Seattle and Bellevue/Kirkland markets and much of this position's functions will occur outside of the office.

We focus on making things easy for our clients and project teams, so that they can focus on their core competency and what's most important to their success.

The position will assist the Commercial Interiors' Project Management team. A training process to become familiar with our estimating assumptions, RFP process, buy-out process, project management tools, client protocol, and closeout and warranty programs will be provided. This position reports directly to the Director of Special Projects division.

Candidate will be responsible for the following:

**Support the Project Managers with anything they need to ensure a successful project. This typically includes, but is not limited to, the following efforts:**

1. **Project Pricing Support**, including:
  - a. Procurement of subcontractor pricing for upcoming projects.
  - b. Attendance at the bid walk, as necessary.
  - c. Scope review of subcontractor proposals alongside the project plans.
  - d. Organizing and compiling bid information for the Project Manager.
2. **Project Lifecycle Support**, including:
  - a. Preparation of OAC Meeting Agenda and supporting documentation (as necessary).
  - b. Attendance at OAC Meetings and facilitation of thorough recordkeeping and notes.
  - c. Determination and Maintenance of project schedule by studying plans and specifications, calculating time requirements, and sequencing project elements; as necessary.
3. **Project Technical Coordination**, including:
  - a. Thoroughly understand the Project Plans, Specifications, and Scopes for assigned projects.
  - b. Preparation and Coordination of Submittal Schedule and all Project Submittals.
  - c. Identification, Preparation and Coordination of RFI's
  - d. Preparation and Coordination of any Owner-Specific requests, such as Waste Diversion reports, passdowns, etc as needed.
4. **Project Closeout**, including:
  - a. Ownership of the Project Closeout process for all assigned projects.
  - b. Coordination of Closeout Components, and Preparation of Closeout Manual for each project



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## **QUALIFICATIONS REQUIRED**

- Experience in reading construction plans
- Experience in issuing RFIs, Submittals, Change Order Proposals, OAC Meeting Minutes
- Experience working with subcontractors, developing their scopes based on construction documents preferred
- Experience developing project schedules, MS project preferred
- Experience assembling and distributing close-out documents to clients preferred

## **COMPANY CULTURE**

- We make the promise of exemplary customer service – consistently exceed the expectations of our clients
- We are empowered and supported to do whatever it takes to take care of our clients
- We support each other
- We are solutions-focused
- We trust each other to look after our common best interest
- We hold each other accountable to our promises
- We reward ambition and initiative
- We have a high level of integrity, confidentiality, and accountability
- We share a desire to constantly improve self, company, and those within

Salary Compensation DOE  
Medical/Dental/Vision  
401k with Matching  
Bonus Compensation Available  
Company Phone or Phone Allowance  
Mileage Reimbursement or Company Vehicle

Please visit [www.AvaraConstruction.com](http://www.AvaraConstruction.com) to see more information on our company and the overall standards that we expect from all members of our team.