

Project Engineer

Company: S&S Paving & Construction

Location: Phoenix, AZ

Job Type: Full-Time

Pay Range - \$65,000 - \$90,000 / Year (DOE)

Position Summary

S&S Paving & Construction is seeking a motivated and detail-oriented Project Engineer to support the successful execution of grading, paving, asphalt maintenance, and underground utility projects. The Project Engineer will work closely with Project Managers, Superintendents, Estimators, subcontractors, and clients to ensure projects are completed safely, on schedule, within budget, and according to contract requirements.

This position is an excellent opportunity for individuals looking to build a long-term career in heavy civil construction and project management.

Essential Duties and Responsibilities

- Assist Project Managers with planning, coordination, and administration of construction projects.
- Review project plans, specifications, contracts, and bid documents.
- Prepare and track Requests for Information (RFIs), submittals, and project correspondence.
- Assist with project scheduling, procurement, and material tracking.
- Monitor project progress and provide updates to project teams.
- Coordinate with field crews, subcontractors, suppliers, engineers, and owners.
- Support project budgeting, cost tracking, and forecasting efforts.
- Prepare quantity takeoffs and assist with project estimating when needed.
- Track and process change orders, purchase orders, and subcontract agreements.
- Maintain project documentation and electronic filing systems.
- Attend project meetings and prepare meeting minutes.
- Assist with project closeout documentation, warranties, and final deliverables.
- Conduct site visits to monitor construction progress, quality, and compliance with project requirements.
- Support safety initiatives and ensure adherence to company policies and OSHA regulations.

Qualifications

Required

- Bachelor's degree in Construction Management, Civil Engineering, or a related field; or equivalent construction experience.
- 1–5 years of experience in construction, engineering, or project coordination.
- Ability to read and interpret construction plans, specifications, and contracts.
- Strong organizational and problem-solving skills.
- Proficiency in Microsoft Office Suite, including Excel, Word, and Outlook.
- Excellent verbal and written communication skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Valid driver's license and reliable transportation.

Preferred

- Experience in grading, paving, asphalt maintenance, underground utilities, or heavy civil construction.
- Familiarity with Bluebeam, HCSS, Procore, Viewpoint, or similar construction management software.
- Knowledge of public works and municipal construction projects.
- Experience with quantity takeoffs and cost tracking.
- Internship or previous field experience in construction.

Key Competencies

- Attention to detail
- Time management and organization
- Technical and analytical skills
- Communication and teamwork
- Problem-solving and decision-making
- Project coordination
- Cost awareness
- Safety commitment

Physical Requirements

- Ability to visit and work on active construction sites.
- Ability to walk on uneven terrain and navigate construction environments.
- Ability to work outdoors in varying weather conditions.
- Ability to occasionally lift up to 25 pounds.

Career Growth Opportunities

At S&S Paving & Construction, Project Engineers are provided opportunities for professional development and advancement into Project Manager and Operations leadership roles. We are committed to investing in our employees through training, mentorship, and hands-on project experience.

Why Join S&S Paving & Construction?

S&S Paving & Construction is dedicated to delivering quality construction services while maintaining a culture of safety, integrity, teamwork, and excellence. We offer competitive compensation, benefits, career advancement opportunities, and the chance to contribute to meaningful infrastructure projects throughout our communities.

S&S Paving & Construction is an Equal Opportunity Employer.