



Job Title: Project Engineer

**FLSA:
Status** Exempt

Location: Warren, NJ

Reports To: Project Manager, Senior
Project Manager or Associate Director
Pending Assignment

Hours: Full-time

Who We Are

We're an entrepreneur, fast-growing team of project managers, estimators, superintendents, safety and administrative support personnel. As leaders in quality construction management, we're committed to providing impeccable service to our clients, a safe work environment for our team, and an opportunity for our employees to grow and enjoy the benefits of work/life balance. Here at ALLY, we cultivate a collaborative environment that values tenacity, attention to detail, and comradery. Since outstanding customer service is our best product, we strive to build long-lasting relationships with our entire customer base.

Position Summary

We are looking for a talented Construction Project Engineer to join our growing Construction Management and Project Delivery team at our client site in Warren, NJ. We design facilities for our life science (pharmaceutical, biotechnology and/or laboratory) client so experience in this area is preferred; high tech, semiconductor and data center experience will be considered. Design build experience is a plus. As a Project Engineer, you will provide technical, managerial, administrative and managerial support to Project Managers and Project Executives. To excel in this role, you will have excellent communication, networking, relationship building, and time management skills.

Responsibilities and Accountability

PROJECT SUPPORT

- Supports the Project Manager in the delivery of individual projects, focusing on quality objectives.
- Ensures achievement of safety objectives on assigned projects.
- Coordinates resources to achieve project goals.
- Interacts with clients on assigned projects and promotes positive relationships.

ALLY CONSTRUCTION SERVICES
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- Special projects as assigned.

OPERATIONS & ADMINISTRATIVE DUTIES

- Develops working knowledge of prime contract requirements and applies knowledge to project activities.
- Supports the Project Manager in the development and maintenance of preconstruction, construction and closeout execution plans. Coordinates review and approval from Project Executive and/or Director of Operations, and communicates this information to project team.
- Supports the Project Manager in the development and maintenance of written project scopes of work and communication of this information to project team.
- Supports the Project Manager in the development and maintenance of project schedules, including targeted and actual activities lists, durations and sequencing logic and communicates this information to the project team.
- Develops a working knowledge of the project budget, and identifies exceptions to the project budget throughout execution of the project.
- Supports the Project Manager in monitoring and reporting project costs.
- Supports the Project Manager in the development of change control documentation and related financial documentation. Vigorously protects corporate positions.
- Supports the Financial group in preparation of invoices to client.
- Develops a thorough understanding of contractually required quality in design and construction and supports quality assurance for the project.
- Supports the Project Manager in coordination of safety resources to monitor site safety and correct nonconformances.
- Monitors design content and quality and coordinates design revisions for constructability and compliance with basis documents, schedule and budget.
- Supports the Project Manager in the procurement and coordination of all required project resources, including intra-divisional, interdivisional and extra corporate.
- Supports the Project Manager in the preparation of subcontract, purchase order and change control documentation and related financial documentation.
- Supports the Project Manager in the evaluation of vendor and subcontractor invoices.
- Supports the Project Manager in facilitating communication between project participants

and produces documentation of communication between project participants.

- Works with Project Manager to ensure all project documents are distributed, reviewed and stored to meet project and corporate requirements. Project documents include records of communications, design documents, bid packages and addenda and bulletins thereto, and submittals, among others.
- Supports the Project Manager in ensuring compliance of project activities with legal and regulatory requirements.

Required Knowledge, Skills and Abilities (KSA)

- Possess ALLY's core values:
 - Be a trustworthy ALLY with uncompromising ethics delivering allegiance, honesty, and fairness.
 - Work with integrity, accountability, and commitment
 - Appreciate and respect the company culture of comradery in a diverse, inclusive, and collaborative work environment.
 - Think Safety First!
 - Passionate about giving back to others.
- Proficient skills with Microsoft Office (Word and Excel), Jonas Premier and Microsoft Project. **Training will be made available for Computer software.*
- Experience in pharmaceutical, biotechnology and/or laboratory industries is highly desired; high tech, semiconductor and data center experience will be considered.
- Occasional travel may be required as projects are being executed regionally.
- Must have reliable transportation.
- When driving on company business, a clean driving record, valid driver's license, properly maintained employee-owned vehicle with the state minimum mandated levels of auto liability insurance are required as a condition of employment.

Minimum Required Education

- Preferred BS in Construction Management, Architecture, or Engineering or related field.
- A minimum of three (3) years of experience in Engineering, Project Delivery or a related discipline.

ALLY Construction Services offers a competitive salary and benefits package. To be considered, please email us your resume with the position you're applying as the subject line to HR@ALLYConstructionServices.com.



ALLY Construction Services is an Equal Opportunity Employer

Applicants are considered regardless of race, color, religion, creed, age, sex, pregnancy, family responsibility, national origin or ancestry, citizenship, marital status, sexual orientation, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability or any other protected characteristic in accordance with applicable law.
