



BELSAAS & SMITH CONSTRUCTION, INC.
P.O. BOX 926 / 103 EAST 4TH AVE, SUITE 209
ELLENSBURG, WA 98926
509-925-9747 FAX: 509-962-3031

Project Engineer/Project Manager

Belsaas & Smith, an established General Contractor in Central Washington, is looking for a Project Engineer/Manager to join our team. Our company's primary focus is on both civil and commercial projects. This position will be involved in a wide range of responsibilities including, but not limited to:

- Work with project team from design to closeout on a diverse group of tasks
- Holding weekly progress/coordination meetings with owners/architects/engineers/subcontractors
- Creating and maintaining project schedules, material procurement, monthly payment applications, submittal review and processing, change order processing, project cost analysis, subcontractor coordination, and project closeouts.
- Monitor project labor, materials, subcontractors and equipment as work progresses and take necessary actions to control as he or she shall determine
- Support positive relationships with clients, designers, consultants and the community
- Work with Superintendent to coordinate means and methods, manpower requirements, material quantities, equipment needs, and work schedule
- Maintain and ensure consistent and accurate field reporting including daily quantities, extra work orders, safety logs, and incident reports.
- Assist estimating department as needed

Qualifications/Requirements:

- Preferred bachelor's degree in construction management
- Excellent written, verbal, and interpersonal communication skills
- Strong analytical skills and attention to detail
- Municipality experience is a plus
- Judgment - Exhibits sound and accurate judgment and **ethics**
- Strong organizational, time management and prioritizing skills
- Ability to learn quickly and adapt
- Passing a UA is mandatory for employment
- Possessing a valid driver's license

Job Type: Full-time

Wage: Depends on experience (Competitive) + Benefits

Please Email Resumes and Applications to employment@belsmith.com or mail to PO Box 926, Ellensburg, WA 98926