

building ONE consulting, llc

Position Opportunity

Project Engineer

Building One is looking for a dedicated Project Engineer to join our team. The Project Engineer will manage and coordinate activities associated with design document review and approval processes to ensure project accuracy and quality. This position will provide technical support for the both the design and construction process, using several software packages. The Project Engineer is expected to work with significant autonomy simultaneously on several projects assigned. Individuals in this role must manage their time effectively to meet project deadlines while being able to be flexible enough to shift priorities to meet client needs. This position will include client-facing tasks, including weekly client calls. This position could occasionally require travel by airplane out of the region to visit project sites, which will include overnight stays for up to two weeks per visit.

A little about us.

Building One is an accessibility consulting firm that provides technical expertise to architects, owners, investors, and contractors. We have a specific focus on the Americans with Disabilities Act and remediation of facilities that are out of compliance with the ADA Standards. We are primarily based in Denver, CO, but we have additional remote employees, and our business is nationwide. We are a small company in which all our employees wear many hats. Much of our work is highly technical, and our employees regularly engage in research to improve our knowledge in a variety of construction and design subjects. Our culture is one of collaboration, intellectual curiosity, technical expertise, and integrity. We are a connected group that engages in a hybrid work environment.

A little about you.

The Project Engineer position requires excellent understanding of plan/design review and document control. Candidates must have a keen attention to detail and be able to effectively manage daily objectives. We are seeking an individual with an interest in the “technical side” of architecture and accessibility, with a drive to understand all types of building systems. In addition, this position will require deep analysis of data and a keen attention to detail. Lifelong learners will find excitement in our culture of regular knowledge sharing. The Project Engineer will be responsible for document control and must be able to prioritize, manage your time well, and multitask. Strong interpersonal skills are necessary to communicate effectively with internal and external partners. Strong verbal and written communication skills are required.

A little more detail.

Building One is seeking an individual with a proven ability to manage specific project requirements. We provide a range of third-party consulting including expert level consulting services in accessibility and building enclosure/waterproofing. This position will be focused on accessibility. Building One typically contributes to projects through drawing review during the design process and by providing observation and reporting during construction. Some of the specific Project Engineer responsibilities and assignments include, but are not limited to:

- Coordination and tracking of drawing reviews with multiple stakeholders,
- Familiarization of the unique aspects of the job to properly establish and maintain appropriate document control,
- Prepare the initial set up of projects using multiple software packages,
- Compare and contrast different reports to develop project scope,
- Prepare and maintain document submittal logs,
- Monitoring multiple data sources for change and accurately documenting all updates to projects,
- Manage, set up, and oversee data integration using different software packages,
- Track project scope and oversee close out process for multiple projects,
- Provide internal reporting and projections,
- Prepare for and facilitate client meetings and progress reports,
- other miscellaneous consulting tasks, as required by Building One.

Building One works on projects nationwide and, on occasion, internationally. This position could require as much as 20% of work to occur outside the region. Plane travel and overnight stays paid for by the company should be expected to occur on a regular basis. Project Engineers will arrange for their own travel within company guidelines. The employee will wear company supplied personal protection equipment when on site.

Minimum Position Requirements: (Please do not apply without all of the following qualifications.)

- Four-year degree in Construction Management, Engineering, Architecture, or equivalent experience in a related field.
- Minimum 3 years of experience in project planning experience.
- Specific knowledge or experience using Procore and/or BlueDAG software to manage projects.
- Strong written communication skills.
- Proficiency in Microsoft Suite applications (Word, Excel, Outlook).
- Ability to communicate effectively to clients and coworkers in both verbal and written formats.
- Ability to track multiple tasks on various timelines simultaneously while working largely autonomously to meet client needs.

Preferred Candidate Attributes: (Any/all of these are considered beneficial but not required.)

- Knowledge of ADA Standards and best practices.
- Specific knowledge or experience in accessible design.
- Experience working on design and construction projects for the hospitality industry.
- Additional certifications related to accessibility or project management.
- Experience in consulting work of a similar nature.

Starting annual salary commensurate with candidate's qualifications and experience. (\$70,000 - \$85,000)

To Apply:

Please send resume and cover letter to dana.barton@building-one.com. Please use your cover letter to describe how your unique abilities will fit with the team at Building One. Responses without cover letter will not be considered.