

building ONE consulting, llc

Position Opportunity

Project Engineer, Data and Project Coordination

Building One is looking for a dedicated Project Engineer to join our team. This role is highly data- and detail-driven and plays a key part in managing project information, tracking changes, and supporting client deliverables throughout the design and construction process. Strong skills in Microsoft Excel are required, including the ability to work confidently with formulas, large spreadsheets, and multi-source data. This position provides technical and project coordination support using multiple software packages and requires a person who can work independently, stay organized across several active projects, and maintain a high level of accuracy while shifting priorities to meet client needs. This position also includes client-facing responsibilities, including regular progress calls and updates.

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, with some international work. 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 strong organization, attention to detail, and the ability to manage complex information accurately across multiple active projects. We are seeking an individual who is comfortable working in Excel and enjoys reconciling, organizing, and maintaining large amounts of project data. The right candidate is analytical, dependable, and able to identify inconsistencies, track changes, and keep project records current and accurate. This person must be able to work independently after training, maintain high standards for quality, and take ownership of deadlines and work product. An interest in construction, architecture, and accessibility is important, but just as important is the ability to manage data-heavy workflows, maintain document control, and communicate clearly with both internal and external partners. Lifelong learners will find excitement in our culture of regular knowledge sharing.

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:

- Coordinate and track drawing reviews, submittals, and related workflows across multiple software platforms and stakeholders
- Establish, maintain, and audit project files, logs, trackers, and document control processes
- Set up and manage projects using Procore, BlueDAG, and Microsoft Excel, and other internal tools
- Maintain large, detail-heavy spreadsheets used to track project comments, scope, status, changes, issues logs, and deliverables

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- Analyze and reconcile data from multiple spreadsheets, narratives, reports and project documents to support reporting, field team use, and project coordination
- Use Excel functions and formulas to organize data, identify discrepancies, support accurate reporting, and develop project-specific issue tracking tools
- Prepare, clean, format, and quality check Excel files and CSV imports for reporting, tracking, and project use
- Monitor multiple data sources for updates and ensure all project records remain current and accurate
- Perform quality control review of project data and reporting to identify gaps in completeness and ensure accuracy before key project milestones and final reporting
- Support data integration and maintain consistency across software packages used for project tracking and reporting
- Track project scope, deadlines, and close-out requirements for multiple active projects
- Prepare internal reports, status updates, dashboards, and projections for project team and leadership
- Prepare for and participate in client meetings, including progress tracking, follow-up items, and clear communication of discrepancies or open issues
- Provide project support and consulting-related tasks, as required by Building One

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

- Four-year degree in business, data analytics, construction management, engineering, information systems, or a related field, or equivalent related experience.
- Minimum 3 years of experience in project coordination, document control, data management, or a similar role.
- Advanced Excel skills, including experience using formulas, lookup functions, conditional formatting, filtering, sorting, and managing large spreadsheets and CSV files.
- Experience using Excel to build or maintain issue trackers, reporting tools, or project dashboards.
- Proven ability to analyze and organize complex data with a high level of accuracy and attention to detail.
- Experience maintaining trackers, logs, reports, or other structured project documentation.
- Comfort working across multiple software platforms and learning new systems quickly.
- Strong written and verbal communication skills.
- Strong analytical thinking, follow-through, and problem-solving ability.
- Ability to manage multiple tasks, deadlines, and project demands simultaneously while working with limited day-to-day oversight after training.

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

- Experience using Procore, BlueDAG, Bluebeam Studio or similar project/document management software.
- Experience in construction, design, architecture, engineering, or consulting environments.
- Knowledge of ADA Standards, accessible design, or building code-related review processes.
- Experience managing complex project data, issue logs, status trackers, or reporting systems.
- Additional certifications related to project management, accessibility, or technical coordination.

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