Company Name: AMG & Associates Inc.

Job Title: Project Engineer

Location: California (most of our projects are in Southern California)

Contact: Tryggvi Helgason

Contact Email: [thelgason@amgassociatesinc.com](mailto:thelgason@amgassociatesinc.com)

Contact Info: Office 661-251-7401 Cell 661-803-7858

Salary: $60,000

Web Site: [www.amgassociatesinc.com](http://www.amgassociatesinc.com)

**Job Description**

* AMG and Associates Inc. is seeking a full time Project Engineer. The Project Engineer supports the Superintendent and Project Manager on an assigned project. We are seeking a candidate that possess good written/verbal communication skills, has good technology/computer knowledge and must be able to manage their time effectively.

**Essential Duties and Responsibilities**

* Manage submittal process
* Manage the RFI Process
* Assist with Change Order Pricing
* Distribute RFP’s
* Issue Subcontractor’s Standard Notices
* Issue Purchase Order Requests
* QC Delivered Materials
* Release Materials
* Update drawings, create a conforming set
* Maintain Project Directory
* New workers orientation
* Safety, SWPPP walks
* Other duties as assigned or requested for the general support of the project and company

To apply email resume to thelgason@amgassociatesinc.com