



Assistant Project Engineer Summary

Greenfire Management Services, LLC (GMS), was recently named one of the Southeastern Wisconsin's fastest growing firms. We are a Construction Management firm located in Milwaukee, Wisconsin. Founded in 2010, **Greenfire** is a wholly-owned company of the Potawatomi Business Development Corporation, the investment arm of the Forest County Potawatomi Community, and as such, maintains minority contractor status. We offer our employees a competitive benefit package, 401(k).

Greenfire Management Services, LLC is currently recruiting for an Assistant Project Engineer. The Assistant Project Engineer is an integral part of the team, responsible to assist the Project Engineer and Project Manager with preconstruction, construction management and administration tasks for projects.

Duties & Responsibilities:

Bidding and Project Award Duties:

- Assists the Project Engineer and Project Manager to solicit bids using software.
- Contacts potential bidders as required to verify bid status and contact information.
- Sorts bids as they are received to ensure they are sorted with the correct project.
- Fills out bid form on bid day – has as much possible completed in advance.
- Assists the Project Engineer and Project Manager as required and creates contract documents using the appropriate software.
- Compiles plans and specifications to organize for project documents.
- Attends Job set-up meeting.

Project Administration Duties:

- Prepares project call list, change orders, subcontract change orders and other documents.
- Works with Project Engineer and Project Manager to prepare and distribute meeting minutes, RFI's, request for proposals and notices to Subcontractors and Owners.
- Processes shop drawings, submittals, design clarifications, project supplements, safety inspection reports, subcontractor and supplier billings and Owner draw requests to ensure they are delivered in a timely manner and to the correct party.
- Assists the Project Engineer and Project Manager to collect all required project closeout information.
- Performs general office work including, making copies, shipping UPS packages, and if stationed at a project site, keep office equipment stocked or notify Office Manager if additional supplies are needed.



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Education:

- BS or other degree in a related field (construction management, engineering, etc).
- Requires the ability to guide, direct and coordinate the work of multiple activities at the same time. Excellent organizational skills, ability to plan projects and jobs, prioritize work and meet deadlines. Must be a dynamic individual who is client-oriented while keeping the company's interests in mind.
- Must be able to pass company drug tests and comply with company drug policies.
- Must hold a valid license to operate a motor vehicle in the state of Wisconsin.
- If operating a personal vehicle, must maintain insurance as required by Greenfire Policy.

Working Conditions:

- The majority of work is conducted in a climate controlled environment.
- Occasionally meetings of clients, prospective clients, vendors, etc., may occur off site, which will require driving in inclement weather.
- Work hours range from eight (8) to ten (10) hours per day, five days per week.
- Occasionally, early AM or after hour commitments may be necessary. Management will make every attempt to issue notification as far in advance as possible.

Greenfire Management Services, LLC is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, national origin, age, veteran status, disability, or any other protected class. U.S. Citizenship is required for most positions.