**Project Engineer (PE)**

Operations Department

**Glass Solutions, Inc. is a regional commercial glazing contractor, primarily focusing on exterior facades, tenant improvements and specialty glazing on new, existing and renovated building projects.** The GSI mission is to be an elite specialty contractor and trade partner in the construction industry. They emphasize client satisfaction and core company values. In 2019, Glass Solutions, Inc. reached an important milestone celebrating 20 years in business. Additionally, Glass Solutions, Inc. ranked 29th in Glass Magazine’s 2022 Top 50 Contract Glaziers and was also named "Best Company to Work For" in the industry by USGlass Magazine in 2022.

Glass Solutions, Inc. is seeking a Project Engineer who provides project management and technical support to the construction staff. This position is also responsible for reviewing plans and other technical documents by performing the following duties.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

Includes, but not limited to:

* Document Control – Maintain / organize / distribute project documents (drawings, job files, emails).
* Submittals – Assist in the submittal processes as assigned.
* RFI’s – Prepare, submit, distribute to GC and applicable GSI suppliers and subcontractors and review for impacts.
* Scheduling – Participation in project schedule updates.
* Material Procurement – Perform necessary take-offs, develop and issue RFQ’s and PO’s, verify check order acknowledgements. Ensure Subcontracts in place with PO’s for any vendors on job sites.
* Fabrication Releases – Verification of metal orders, cut lists and glass orders.
* Work Orders – Develop and issue WO tickets (delivery, fabrication, install, pick-up).
* Vendor Management – Daily / weekly follow up with vendors on commitments and progress.
* Labor Time Sheet Verification – Weekly verification of shop and field labor hours reporting.
* Labor Tracking – Enter labor and piece counts, manage and review with Senior Project Manager on a weekly basis.
* Interaction Development – Interact with internal and external resources to develop trade specific knowledge. Includes studying and understanding trade specific documents – i.e. shop drawings, specifications, industry publications.

Shop

* Progress Reporting – Weekly fabrication and assembly progress tracking
* Deliveries – Schedule, set-up and manage internal and external; inspect / verify external
* Shop Requests – Process / procure necessary items and follow through
* Fabrication – work under direct supervision of shop fabricator

Field

* Progress Reporting – Weekly installation progress tracking and progress photos
* Deliveries – Schedule, set-up and manage internal and external; inspect / verify external
* Field Requests – Process / procure necessary items and follow through
* Occasional participation in weekly GC foreman / coordination meeting
* Participation in field conflict issues / resolution

**QUALIFICATIONS**

* Bachelor’s degree in construction management, construction engineering or related field.
* Basic understanding/ability to read architectural drawings.
* Bluebeam and Autodesk BIM 360, Revit and AutoCAD experience a plus.
* OSHA 30 certification preferred.
* Excellent organizational, written, verbal and interpersonal communication skills.
* Detail oriented with the ability to multitask and meet deadlines.
* Self-motivated with the ability to work in a team and independently.
* Ability to problem solve and provide recommendations and solutions to meet customer requirements.
* Microsoft Office 365, Teams and Zoom experience.

**TO APPLY**
Interested candidates should submit a resume via email to HR@gsichicago.com.

*Glass Solutions, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*