



**VALENTINE**

**GENERAL ENGINEERING CONTRACTOR**

Construction Excellence Since 1964

# Now Hiring!

## Employment Opportunities at Valentine Corporation

### Project Engineer, Heavy Highway / Infrastructure

Valentine is currently seeking a project engineer to work out of Valentine's San Rafael corporate office.

**Want to build with the best?** If the answer is yes, you've found a heavy civil engineering contractor to move your construction career to the next level.

Since 1964, Valentine Corporation has distinguished itself as an innovative General Engineering Contractor in the Greater Bay Area based on our ability to tackle unique and challenging structure construction, marine and heavy / highway construction projects. Our experience is vast: bridges, waste water treatment, foundations, pump stations, tanks, underground, water conveyance / pipeline, and shored excavations, retainages of all types, marine applications, etc. At Valentine Corporation we pride ourselves on unique and difficult heavy engineering construction applications and we are seeking individuals who enjoy a challenge, are experienced in the public works marketplace, and are committed to business excellence.

### Experience & Skills

- Minimum of 2 years prior project engineering experience in the heavy highway public marketplace. Valid and verifiable experience in heavy highway structure construction is a must. Engineers right out school with no work experience are encouraged to apply also
- BS in Civil Engineering; PE's are preferred, but not mandatory
- Candidates must have excellent written and oral communication skills
- Candidates must detail oriented with strong computer skills using Microsoft Word, Excel, Adobe Acrobat & Autocad
- Candidates must have a clean driving record and be willing to travel as necessary for jobsite locations in the Northern California area.
- Ideal candidates must have a strong safety background and prior safety training
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.
- Demonstrated ability to plan and organize projects.





**VALENTINE**

**GENERAL ENGINEERING CONTRACTOR**

Construction Excellence Since 1964

# Now Hiring!

## Employment Opportunities at Valentine Corporation

### Experience & Skills (Continued)

- Scheduling experience using Primavera P6 or Sure Trak are a plus for any candid, but not a mandatory for consideration for the position.
- Cost estimating experience using HCSS are a plus for any candidates, but not a mandatory for consideration for the position

### Duties of Project Engineer Position

- Ensures project runs smoothly and all documentation is completed timely.
- Meet clients needs satisfactorily.
- Effectively resolve problems and conflicts throughout the job.
- Initiate Job site set up (i.e. Job Trailer, Fencing, Toilets, Etc).
- Process sub contract agreements, purchase orders, change orders.
- Update and maintain all sets of drawings, specifications and logs.
- Distribute all documents to subcontractors, maintain documents logs.
- Assist with preparation of CPM schedules.
- Assist with updating and maintaining master CPM schedules.
- Receive direction from Project Managers & Project Superintendent and issue RFI's.
- Prepare and maintain RFI logs on VC computer system.
- Review, evaluate and transmit submittals.
- Prepare and maintain submittal logs.
- Prepare and maintain material procurement logs.
- Perform material procurement functions.
- Post addenda to drawings.
- Scan and post drawings to FTP site.
- Assist the Project Manager in the preparation of monthly progress invoices and expedite payment.
- Prepare and document extra work orders.
- Review and assemble change order submittals and quantity surveys.
- Prepare change proposals and send to owner for approval, then send to accounting
- Prepare internal change proposals, obtain approval, then send to accounting
- Complete contract close out documents (O&M manuals, as built etc.).
- Receive and combine field files with office files
- Archive closed project files
- Document punch list work.
- Prepare purchase orders.
- Complete other responsibilities as assigned.





**VALENTINE**

**GENERAL ENGINEERING CONTRACTOR**

Construction Excellence Since 1964

# Now Hiring!

## Employment Opportunities at Valentine Corporation

### Duties of Project Engineer Position (*Continued*)

#### Job Closing

- Review all warranties and provide to owner.
- Schedule demonstrations or provide owner with instructions necessary to operate any equipment. Ensure equipment is started up and running effectively.
- Create and process final change orders.
- Create and complete punch list.
- Review As-Built drawings.

**Competitive Salary, bonus, Medical/Dental and 401K plan**

**Company vehicle provided, Candidate must have clean driving record**

Valentine offers excellent competitive salaries, full medical benefits, including retirement plan and profit sharing. If you are looking to work with a well established secure company, one that specializes in difficult and unique construction opportunities, look no further. We are looking for individuals who are committed to business excellence.

The position is open immediately; please send your resume by e mail to [bvalentine@valentinecorp.com](mailto:bvalentine@valentinecorp.com), and for more information about Valentine Corporation please visit our web site [www.ValentineCorp.com](http://www.ValentineCorp.com).

***\*\*\*Please do not try to submit your resume through our contact form on our website.***

***Please email your resume directly to the email above.***