



Position: Office Engineer
Hours: Full-Time
Status: Non-Exempt Status, (Hourly)
Location: San Francisco Bay Area and California Central Valley

Job Responsibilities:

Work as a Construction Management resource. Primary duties include: Perform general Resident Engineer's Office duties relating to administration of construction contracts such as quantity calculations, contract change orders, monthly progress estimates, document controls, correspondence, attending meetings, recording minutes, ensuring project files and logs are up to date, and assist with other tasks as requested. May also be required to coordinate and provide field support to the Resident Engineer by reviewing plans and specifications, providing inspection services, documenting field activities, and coordinating between various departments, as needed.

Position requires strong interpersonal skills to coordinate with multiple stakeholders and ability to apply appropriate communication techniques with various individuals to achieve project objectives.

Job Qualifications:

Bachelor's degree in Planning, Civil Engineering, or Construction Management and a minimum of 5 years of project controls experience on large-scale infrastructure projects. Must possess full proficiency in cash flow analysis, scheduling techniques, and can handle and prioritize multiple projects concurrently. Should be capable of analyzing information thoroughly and making recommendations on strategies to resolve project issues quickly. Public agency experience desirable.

Currently no relocation funds are available.

Firm Description:

VSCE has multi-modal projects throughout California: rail, transit, highway, aviation and maritime, providing an opportunity to gain varied industry experience. Our projects range in size from small bus stop facilities all the way up to billion-dollar programs that include the California High-Speed Rail and the Bay Bridge.

VSCE is a collaborative, positive place to work with structured annually scheduled and spontaneous employee-centric fun. Like a good team, we feel comfortable asking for help and supporting each other, asking co-workers to review and preview our work, and when there's a deadline, we all step in to assist. While many employees work off-site at client offices, everyone knows we are still a team and can contact anyone within the company for assistance or advice.

Our size makes us invested in our individual and collective successes and allows us to know and care about each other personally and professionally. We have fun. Together, the VSCEers are a diverse team of professionals with an adventurous spirit and growth mind-set.