

Title: Project Engineer

Position Description

The function of a Project Engineer (PE) is to manage and support the field operations on various assigned projects. You will report to the Project Manager, but job one is to make sure the Superintendent has the material, equipment, subcontractors, and information needed to get the job correctly done on time, one time. In this function, the PE is responsible to understand and achieve the clients' goals while protecting and promoting the interests of Venture in all matters and to take actions as required to satisfy responsibilities.

- Write, transmit, and track request for information (RFI) per contract documents, and distribute to appropriate subcontractors.
- Compile a submittal log, based on contract documents, that is tied to the master project schedule so it may be used as a buyout log.
- Review, transmit, and track submittals. Ensure responses are routed to all relevant subcontractors.
- Maintain a permit tracking log to ensure appropriate sign offs and timely renewals.
- Assist superintendent with field measure and layout to assure procured materials comply.
- File, track, and transmit sketches and memos that result after construction documents are issued.
- Ensure timely and accurate distribution of drawings and other relevant contract documents.
- Track and assist the Superintendent to schedule required pre-con meetings.
- Collect and maintain as-built and redline drawings for project closeout.
- Review front-end documents and understand the requirements expected of VGC.
- Preparation of Bidders Lists; provide the list of qualified subcontractors, reviewed with Project Manager (PM) and Management.
- Issuing drawings and specifications to subcontractors for bid.
- Send bid invitations to selected subcontractors and vendors.
- Review subcontractor bids for compliance to the contract documents and identify any long lead items.
- Assist Project Manager with qualifications and assumptions for bid proposals and GMP proposals for the client.
- Prepare and issue purchasing documents (i.e.: Subcontracts, Purchase Order, Service Agreement, and Professional Service Agreement) with the PM for management signature.
- Assist and support the Project Manager with the project start up meeting.
- Coordinate the assigned work tasks, prepare the project schedule and maintain the project schedule throughout the project.
- Assist and support the Project Manager with the weekly Owner/Architect/Contractor meetings and prepare weekly meeting minutes.
- Support field in expediting schedule, completion of field paperwork, expediting materials.
- Strengthen jobsite culture by following and Venture's mission and core values.

Position Requirement

- Bachelor's degree in engineering or construction management, or two years' experience in a construction management role.
- Strong communication skills.
- A desire to work as part of a team and solve problems.
- Intermediate to advanced skill level in Microsoft Office products including Outlook.
- Working knowledge of Procore.
- Ability to interpret project plans and drawings.
- Strong analytical and problem-solving skills.
- Ability to work and collaborate effectively with others.
- Communication skills:
 - Strong written communication skills.
 - Effective verbal communication skills.

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Title: Project Manager

Position Description

The Project Manager at Venture is a self-starter who can excel in a fast-paced environment managing continuously changing responsibilities. The project manager uses effective leadership and collaborative skills to manage the project team.

- Provide leadership and accountability for successful project delivery.
- Manage and provide oversight for all phases of the construction project from business development through pre-construction, construction, occupancy, closeout, and building operations.
- Ensure contract documents are adhered to.
- Ensure that work is on schedule and within budget, and that project is brought to satisfactory completion.
- Strengthen jobsite culture by following and Venture's mission and core values.
- Understand and maintain Venture Safety Program protocols and procedures.

Position Requirements

- Bachelor's Degree (Engineering or construction management preferred)
- 8+ years of experience required.
- Ability to collaborate and lead team effectively.
- Ability to multi task and meet tight deadlines.
- Proficient in Microsoft Word, Excel, and Outlook, and Bluebeam.

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Title: Superintendent

Position Description

As a Superintendent at Venture General Contracting, you will oversee the performance of site work related to scheduling, delivery, logistics, quality, and trades performance. You will work closely with the project manager to foster teamwork, establish expectations, and deliver the project on time and to budget.

- Implement the Site Specific Safety program on your project(s), leading by example and ensuring that all people on site are safe.
- Plan, direct, and supervise the construction work on a project.
- Manage subcontractor work, schedules, the performance of their contractual obligations.
- Update, manage and communicate changes to the project schedule.
- Foster the growth and development of Venture's field people.
- Strengthen jobsite culture by following and Venture's mission and core values.
- Communicate and collaborate regularly and effectively with Venture's project team, design partners, subcontractors and clients to prevent, mitigate and solve challenges.
- Participate in pre-construction and other project acquisition initiatives as requested.
- Other duties as assigned.

Position Requirements

- 10+ years of construction experience, preferably tenant improvement commercial projects from \$5 million to \$65 million.
- Experience managing projects from preconstruction through commissioning.
- Demonstrated leadership skills with the ability to mentor and manage others and create a supportive team environment.
- Working knowledge and experience with construction scheduling software (P6, Primavera or MS Project are preferred).
- A love of preventing, mitigating and solving problems.
- Strong, clear and concise communication skills.

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Title: Estimator

Position Description

The Estimator at Venture will generate and manage estimates required for sales, pre-construction and bidding efforts. They provide estimates, budget control and studies for current and potential projects during business development, pre-construction, and construction phases of a project and across all scopes, systems, and assemblies.

- Collaborate with project manager to develop and maintain pre-construction and construction estimates. Lead project lump sum bidding process.
- Make or resolve technical details during the pre-construction estimating phase of a project.
- Build estimates based on a practical understanding of design, constructability, logistics, sequencing and means and methods of a project.
- Become a key collaborator for new and existing subcontractor relationships for estimating, bidding, and project awards.
- Prepare estimate presentations, special studies, budget control reports, and estimating documents for projects and client presentations.
- Estimates vary from conceptual to full guarantee maximum price estimates to lump sum bids.
- Utilize knowledge of market labor, commodity conditions, and impacts on construction costs. Conduct quantity take-offs, variance and maintain quantity controls.
- Complete full quantity take-offs to support accurate estimates for all disciplines in commercial and multi-family projects including, but not limited to civil and site work, structural, concrete, building skin, finishes, mechanical, and electrical.
- Other duties as assigned.

Position Requirements

- Bachelor's Degree in Construction Management or Engineering and five years of experience in pre-construction/estimating or equivalent combination of education and experience.
- Experience interpreting and understanding construction plans and designs.
- Strong working knowledge of construction methods, processes, and management practices.
- Excellent analytical and problem-solving skills.
- Basic understanding of Auto CAD, Revit and Sketch-up modeling.
- Excellent communication skills, both written and verbal.
- Ability to understand interrelationship of the cost of labor, material, equipment, and productivity in the unit costs used at each level of an estimate.
- Ability to demonstrate interpersonal skills with a variety of individuals and groups, subcontractors, individual employees, jobsite teams, and company executives.
- Ability to understand construction documents and how they apply to estimating.
- Proficiency in estimating software, On-Screen, Bluebeam, and MS Office suite.

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