



JEFF KING & COMPANY
FINE HOME CONSTRUCTION

Project Engineer

Jeff King & Company is an award-winning general building contractor based in San Francisco. We combine painstaking craftsmanship, aesthetic understanding and sustainable building practices to create healthy, efficient and beautiful homes for discerning clients. We have a strong backlog of work and are seeking a Project Engineer to assist the Project Manager with the coordination of day-to-day construction activities. We strive to create a streamlined, fun and supportive team environment so you feel set up for success and can focus on doing what you love most: building.

About You:

You love being part of a team and you strive to make all clients happy. Communication is your strong suit—you recognize how critical it is for successful outcomes. You are a curious person who loves to learn new things and figure things out—there's no problem you can't handle.

About the Job:

The Project Engineer plays an essential role in our firm, ensuring each project is moving forward to meet anticipated deadlines and budgets. This position works closely with the Project Manager on a daily basis, providing assistance with the day-to-day management and administrative activities required to successfully complete projects.

Responsibilities (including, but not limited to):

- Maintain positive relationships and clear communication with clients, subcontractors and vendors, as well as with project team members.
- Organize and maintain job files including correspondence, documentation and permits.
- Attend meetings, take minutes and track deliverables.
- Coordinate the RFP, RFI and submittal review process.
- Help coordinate construction activities including scheduling subcontractor and client walk-throughs, punch list walks and inspections.
- Assist the Project Manager with financial aspects of assigned projects: help monitor job costs, assist with the preparation of change orders and provide pay application support.

Position Requirements:

- The ideal candidate will have 2-4 years of experience in construction, preferably in high-end residential remodeling construction.
- Excellent customer service and communication skills (written and verbal) with a strong team-player mentality.
- Working knowledge of project management process and software (Procore and FastTrack a plus).
- Strong MS Office skills.
- Ability to review and understand construction documents including specifications and drawings is a plus.



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- Working knowledge of skilled trades is a strong advantage (e.g., carpentry, concrete, plumbing, electrical, etc.).

We Offer:

- Competitive salary
- Health and dental insurance benefits
- Paid time off
- Holiday pay
- 401K plan
- Goals-based bonus program
- Flexible spending account
- Education Stipend
- Fun & positive work environment

Women, minorities and veterans are encouraged to apply.

To apply, please send an email to: careers@jeffkingandco.com