



Job Description: Project Engineer

Reports to: Vice President

Status: Exempt

Overview:

EKNA Services, Inc. is seeking a full-time Project Engineer/ Project Manager to join our team. The Project Engineer applies sound and diversified knowledge of engineering and practices in broad areas of assignments and related fields. Looking for an individual who is motivated, takes initiative, and will work independently and efficiently. The preferred candidate will have a water, wastewater, ocean/ coastal or environmental background.

NOTE: Some travel may be required (day trips, short-term and/ or long- term trips). Some night and weekend work may be required.

In-Office COVID Safety Measures:

Our spacious office allows for ample social distancing, and we provide all necessary COVID safety supplies, such as sanitizing wipes for both surfaces and hands, gel sanitizer, face masks, face shields, disinfecting sprays, and disposable gloves. Visitors are kept in meeting areas, separate from employee workspaces, and employees are given paid time off to become vaccinated. All COVID- related CDC recommendations are followed and company policies are updated to reflect changing recommendations.

Essential Functions:

- Completes engineering projects by organizing and controlling project elements
- Develops project objectives by reviewing project proposals and plans, and conferring with management
- Coordinate projects with Clients, Contractors, and 3rd parties involved
- Determines project responsibilities by identifying project phases and elements and assigning personnel
- Controls project plan by reviewing design, specifications and plan, scheduling changes and recommending actions
- Reviews bids from contractors, and ensures that projects are on schedule and within the assigned budget
- Controls project costs by approving expenditures and administering contractor contracts

- Determines project schedule by studying project plan and specifications, calculating time requirements and sequencing project elements
- Schedules workforce and coordinates project and scheduling updates
- Maintains project schedule by monitoring project progress, coordinating activities and resolving problems
- Review and process design requirements- RFIs, submittals, and project changes
- Coordinate project team and ensure all pertinent information is documented and shared with relevant parties
- Prepares project status reports by collecting, analyzing and summarizing information and trends, and recommending actions
- Maintains safe and clean working environment by enforcing rules, regulations and procedures
- Maintains product and company reputation by complying with federal and state regulations
- Able to perform research and apply it to engineering solutions
- Able to perform other duties when assigned

Qualifications:

- Must be eligible to work in the U.S.
- BS in Engineering, or Construction Management from an accredited college or university required
- Licensed Professional Engineer and/ or Certified Construction Manager preferred
- 3- 5 years experience required
- Design experience required
- Must be able to obtain security clearance- TWIC, Marsec and TSA
- Strong communication and technical writing skills required
- Proficient skills in Microsoft Office (Word, Excel and PowerPoint), Adobe Acrobat, and AutoCAD
- Able to learn quickly and adapt to a dynamic work environment
- Must be able to work independently with minimal supervision
- Valid driver's license required
- Must possess a current, valid passport or be able to obtain one
- Must be able to perform work in remote areas
- Must be flexible, as hours may vary based on the needs of the company

Physical Demands:

- Light to moderate physical effort (ability to lift/ carry up to 40 lbs.)
- Frequent lifting, carrying, pushing and pulling objects, hiking & backpacking
- Frequent reaching, stooping, bending, kneeling, or crouching
- Computer work or constant standing for extended periods of time
- Frequent standing and sitting throughout the day

Benefits Offered:

- Paid Time Off (PTO)
- Flexible Hours
- Health Insurance
- Dental Insurance
- Flex Spending Account
- Long Term Care Insurance
- Life Insurance
- Retirement Plan

EKNA Services, Inc. is proud to be an Equal Opportunity Employer.

Looking to hire immediately. To apply, email your resume and a cover letter to info@eknahawaii.com