



#### ABOUT THE COMPANY:

Based in downtown Boise, Idaho, Vida Properties is where design comes to life. Founded by a father/son duo with extensive experience in visionary real estate development, Vida builds multi-faceted spaces with style and substance. Our philosophy is grounded in the understanding that, as architect I.M. Pei said, "Life is architecture and architecture is the mirror of life." With dynamic designs that evoke a sense of place, our developments positively shape the overarching daily experience of the people who live, work, and play in them. In the end, they shape the overall character of our communities, and of Idaho, too. <https://vidaprop.com/>

#### JOB OVERVIEW:

We are seeking a Project Engineer, responsible for organizing, documenting, and communicating various project controls to help facilitate a safe delivery of the project in accordance with design, budget, and schedule. Duties include creating schedules and following up with Contractors to ensure that each phase of a project proceeds as planned and proactively communicating with upper management personnel, informing them of project progression. A successful Project Engineer will be an honest, hardworking and organized individual driven to meet expectations and project goals in a timely manner.

LOCATION: Boise, Idaho

ANNUAL SALARY: \$70,000 to \$85,000 (DOE)

JOB CLASSIFICATION AND HOURS: Exempt, Full-Time, Monday through Friday, 9AM to 5PM

INDUSTRY: Mixed-Use Real Estate Development

#### COMPANY PERKS:

- PTO and Paid Holidays
- Residential housing at discounted rates
- Profit sharing plan with vesting

#### RESPONSIBILITIES:

- Familiarity with project schedule and subsequent anticipation of schedules ahead.
- Coordinate schedule communication with Architect, Designer and Trade Partners.
- Understand architectural drawings and terms.
- Understand construction language and processes.
- Organize, expedite and manage RFI processes.
- Facilitate processing of proactive RFIs with proposed solutions.
- Coordinate communication of RFIs accordingly.
- Coordinate distribution and tracking of project plans, specifications and other pertinent field documents including record and as-built drawings.
- Observe project cost control and jobsite accounting practices.
- Participate in the project closeout process.
- Assists with facilitating internal and Owner and Architect punch list processes.
- Actively coordinate between Trade Partners, Owner, Architect, and Designers
- Participate in OAC, Trade Partner and Safety coordination meetings. Scribe and distribute meeting minutes.
- Ability to create spreadsheets, reports, analysis, based on requested information and situations.
- Collect Subcontractor payment applications and invoices and associated documentation.
- Subcontractor payment application compliance review, entry into system and routing for PM approval.
- Work with PMs to ensure timely payments and initiate appropriate response when payments are late.
- Negotiate and communicate with Owners and Public entities.

#### QUALIFICATIONS AND TECHNICAL SKILLS:

- Bachelor's degree highly preferred.

- Experience in Construction Management, Architecture, Engineering, or related field.
- 2 to 4 years commercial construction experience for a general contracting business.
- Proven experience as a project coordinator, project engineer, or project manager
- Familiarity with rules, regulations, best practices and performance standards
- Proficient in AutoCAD, Bluebeam, Procore, Microsoft Office Suite
- Familiarity with Project Management software such as Procore *preferred*.
- Familiarity with Construction Management nomenclature and processes (RFIs, Submittals, CPM Scheduling).

PROFESSIONAL QUALITIES:

- Self-starter, well organized and reliable; Detail oriented.
- Exceptional interpersonal, written, and verbal communication skills.
- Strong analytical, organizational, decision-making, and problem-solving skills.
- A good balance of technical and managerial skills.
- Able to think analytically, manage multiple priorities (multi-tasking) and maintain correspondence with various contacts.
- Valid Driver's License.
- Reliable Transportation for business-related travel.
- Able to lift up to 40 pounds occasionally.

HOW TO APPLY: Email your resume to [kelly@vidaprop.com](mailto:kelly@vidaprop.com)

*\*A background check is required; however, a conviction record will not necessarily prevent you from being employed. You will be required to complete and submit a questionnaire. We will consider your age at the time of the offense, when the offense occurred, the seriousness and the nature of the offense, information about your rehabilitation or good conduct, and the bearing the offense has on your fitness or ability to perform the duties or responsibilities of the position being sought to determine your employability.*