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## JOB DESCRIPTION

Contact – Sandi Smith: [hr@codybrock.com](mailto:hr@codybrock.com)

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**TITLE:** Project Engineer – Commercial Construction – San Francisco Peninsula

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### About Cody|Brock

Cody|Brock is a San Francisco Bay Area-based mid-sized commercial contractor specializing in high quality, full-service construction. We are recognized throughout the Bay Area for our outstanding quality work, personal service, and dedication to our clients. We are currently looking for self-motivated, energetic, dedicated players to join our team.

### Position Summary

This is a junior-level position, offering hands-on experience in the areas of estimating, management, and commercial construction practices through direct involvement in all aspects of a commercial construction project from start to completion. Our ideal candidate is passionate about construction, detail-oriented, curious, team-focused, fun, hard-working, and willing to do whatever it takes to get the job done right. Due to our company size and our hands-on approach, every employee has the opportunity to jump in immediately and play a significant role from their first day on the job. A Project Engineer works on one large and/or multiple small projects at the same time. Typically, a Project Engineer splits time working out of the main office in San Carlos, CA, and at the jobsite as necessary to meet project demands.

### Essential Duties and Responsibilities

- Support project management efforts:
  1. Assist with project take-offs, bidding, and estimating from project beginning to end
  2. Assist project managers and team members with updating and tracking project timelines and schedules
  3. Assist in tracking contract documents and resolving field-generated questions
  4. Coordinate the permit process with city planning departments
  5. Assist in project meetings with principals, tenants, architects, engineers, and consultants
  6. Maintain shop drawings through project completion
  7. Coordinate quality control of all construction employees, subcontractors, final releases, and final project close-out
- Support field construction management:
  1. Assist with scheduling of projects and subcontractors
  2. Provide assistance to subcontractors and address any issues or concerns
  3. Document changes or “as built” for projects
  4. Learn safe construction practices
  5. Track RFI and submittal documents

### Qualifications and Requirements

- Construction Management or Civil Engineering degree preferred
- Proficient in the following computer programs: Microsoft Word, Microsoft Excel, Microsoft Outlook, Adobe Acrobat
- Knowledge of the following construction management software helpful: Sage-100, MS Project, iSqFt, Plan Grid or equivalent
- Participation in continuing education encouraged

### Compensation

- Salary based on experience. Comprehensive benefits provided after a 90-day introductory period.