



**Company:** Tarragon L.L.C.  
**Position:** Project Engineer - Construction  
**Reports To:** Director of Construction/Construction Manager  
**Classification:** Exempt  
**Position Location:** Sumner, Washington

**POSITION SUMMARY:**

Under the Director of Construction and the Construction Manager, the Project Engineer will be responsible for assisting in all pre-construction, estimating, and management of the construction of suburban multi-family projects. With supervisory level oversight, the Project Engineer will provide an active role as follows:

**POSITION RESPONSIBILITIES:**

**PRIOR TO CONSTRUCTION:**

- Work with the Project Development Team and Acquisitions to assist in the feasibility phase of a project. Assist in the due diligence process by responding to requests for preliminary pricing, and analysis of existing architectural and engineering data, geotechnical data, topographical data, civil information, utility availability, and any other construction-related issues.
- Work with the Construction Team, Architects, Engineers, and other consultants to assist with pricing and construction input during the design development process.
- As the documents become more clearly defined, assist in the preparation of a complete estimate of the costs by working with trade contractors to obtain pricing for various aspects of the project. Assist with receiving and analyzing all bids and incorporate them into a detailed estimate to be presented to the project team. Use historical costs when trade contractor information is not available due to incomplete drawings. Help prepare a detailed schedule of the activities necessary to complete the project within the specified time frame.
- Work with the construction team to perform value engineering exercises as needed.
- Assist in the development of a specification that conforms to the marketing requirements of the project and the budget that has been established. Assist in the preparation of scopes of work for each trade that will be needed on the project.
- Notify the team of any long lead items or other factors that may have an impact on the project, due to either an increase in cost or difficulty in obtaining the materials.

**DURING CONSTRUCTION:**

- Assist with planning and short-interval scheduling.
- Document pre-construction conditions of the project site and adjacent properties. Relate this information to the assumptions made for the budget.
- Provide support for weekly trade contractor meetings to discuss safety, schedule, and coordination. An agenda is to be prepared before each meeting, and minutes are to be kept.
- Meet regularly with the project team, including regular weekly meetings with the Field Operations Staff.
- Provide construction permitting support as needed.
- Work closely with the team on any issues relating to drawing conflicts, clarification of details, and any other requirements by the development group during construction.



**PROJECT CONTROLS:**

- Assist with entering all contract, change order, and purchase order details into the excel project cost report. Update Cost to Complete Report monthly with download information from Yardi.
- Draft and submit contract changes, change orders, and purchase orders for approval as requested.
- Prepare field directives and change orders as requested.

**TURNOVER OF PROJECT:**

- Work with all trades regarding submittals, such as operation and maintenance manuals, warranties, and other paperwork required for project completion.
- Work closely with the project administrator to produce operation and maintenance manuals for the use of Tarragon Property Management and the operation of the property.
- Work closely with the development team to obtain exoneration of performance and maintenance bonds.

**REQUIRED EXPERIENCE AND ABILITIES:**

A successful candidate will possess the following experience and attributes:

- Bachelor of Science in Construction Management, Engineering, Architectural, or a related degree required.
- Ability to question the status quo and solve problems to the benefit of the project.
- A basic understanding of structural, architectural, mechanical, and geotechnical design and principles.
- Competent with Microsoft Word, Excel, and MS Project.
- General understanding of construction cost accounting and budgeting systems.

**OTHER REQUIREMENTS:**

- Strong written and oral communication
- Organized and able to multi-task
- Self-starter
- Team player and staff motivator
- Attention to detail

**HOW TO APPLY:**

If you are interested in being considered for this position, please submit the following materials to [info@tarragon.com](mailto:info@tarragon.com):

- Resume
- Cover letter
- References

*We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity, marital or veteran status, or any other legally protected status.*

*Tarragon will require all employees to be vaccinated against COVID-19. This requirement extends to all exempt and nonexempt employees. Proof of full COVID-19 vaccination by time of hire is a condition of employment – not a condition of applying or interviewing for jobs with Tarragon.*