



Building Excellence.

All 5's, a sister company and strategic partner of The PENTA Building Group, is seeking a **Concrete Engineer** to join our team in our **Las Vegas, NV office!**

An All 5's Concrete Engineer is primarily responsible for coordinating, filing, tracking, logging, and communicating information and documentation on a project. The Concrete Engineer will provide both technical and administrative assistance to the Project Manager and Superintendent as required.

A successful candidate in this role:

- Contributes to the estimating team as required on a project specific basis for lump-sum and hard bid projects.
- Initializes and keeps up to date the project document logs for RFIs, Drawings, Submittals, etc.
- Files project documents appropriately utilizing established folder structure.
- Creates and maintains a file of jobsite progress photos of overall construction work in place.
- Assumes responsibility for coordinating and tracking the distribution and storage of all projects engineering documents, including drawing sets, specifications, sketches, ASIs, permits, etc.
- Creates, distributes, and files accurate meeting minutes for all project management meetings.
- Documents and disperses information resulting from verbal communications in the field. Follows up any required changes with a confirming RFI.
- Organizes, manages, and tracks the entire submittal/shop drawing review process to ensure that all required submittals are reviewed and approved in a timely matter and will not disrupt the construction schedule.
- Collects and organizes submittal information as required per the contract specifications, submit for approval.
- Develops with the assistance of the Project Manager and Superintendent the project procurement schedule and identifies critical long-lead items.
- Assists the Project Manager with subcontractor buyout, including quantity take-offs and developing bid scopes.
- Collaborates with the Project Manager and Superintendent to create and maintain the Master Project Schedule.
- Continually obtains and tracks required permits and inspections to ensure no disruption to the project schedule.
- Logs, tracks, and clears NCRs and NOVs in a timely manner. Reviews at weekly staff meetings.
- Performs other duties that may not be listed here but are part of assigned responsibilities.

We trust that you have:

- Degree in Construction Management or a related field.
- 0-5 years of experience.
- OSHA 10 or 30 Certification.
- Competency with MS Excel, Word, and Outlook, Primavera P6, Viewpoint Vista, Bluebeam, PlanGrid, AutoCAD, Revit and Navisworks.
- Fluency in reading, quantifying, and analyzing construction drawings.
- Competent understanding of construction scheduling and sequencing.

What we offer:

- A fun and enjoyable work environment
- Sick Pay
- Medical/Dental/Vision
- Paid vacation
- Incentive compensation
- Team Events
- Wellness Program
- Employer paid Dependent Care benefit
- Volunteer opportunities

As an employee focused company, All 5's offers a unique culture that is comfortable and fun to work in. In addition to health and welfare benefits, we offer company sponsored events for our employees as well as extensive training and development programs to help pursue their career goals.