

**FORTECC.COM**

**15 days**

**POSITION: PROJECT DESIGNER**

- During the pre-construction phase, review the project schedule, RFP drawings, and scope of work. Prepare scaled schematic and detailed designs, including barricade plans, test pit drawings, wall details, equipment layouts, and roof sections using AutoCAD and Bluebeam. Maintain project scope and schedule to mitigate risks and delays.
- Coordinate with the project manager, electrical manager, and field engineer to review preliminary drawings and log comments. Assist in subcontractor onboarding, purchase orders, and document reviews, including RFIs, shop drawings, and training schedules. Log quantity take-offs for essential materials like light fixtures, cables, concrete, and tiles.
- Prepare, review, and distribute RFIs, ensuring subcontractors' product data sheets are shared with designers for approval. Update and submit advanced drawings while managing subcontractor submittals and RFIs.
- During demolition and construction, document progress through reports and photographs, manage the project schedule, and liaise with client representatives. Conduct site visits, attend progress meetings, and oversee NYC DOT permits. Submit required documents to designers, including shop drawings and product data sheets.
- For project closeout, finalize invoices, warranties, manuals, and change orders. Ensure all documentation, billing, and credits with subcontractors are complete for a smooth project handover.
- 100% /week travel to various NYC Metro area worksites.

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS: Bachelor Degree in Architecture or related Construction Engineering degree ex: civil engineering. No experience required.**

Salary range : \$66K to \$70K per year

**How to apply: MAIL RESUMES TO: FORTE CONSTRUCTION CORP 1770 Motor Parkway, Islandia NY 11749**