

# MOSHER DOLAN

*Mosher Dolan, Inc.* is searching for a Project Engineer / Manager

*Mosher Dolan, Inc.* is widely recognized as one of the premier high-end residential companies in Southeast Michigan. Our projects range from major restorations and renovations to the most sophisticated high-end homes which have been the recipients of numerous awards, often published, and continually compared to. *Mosher Dolan, Inc.* is synonymous with excellence.

*Mosher Dolan, Inc.* Project Engineer / Manager duties include, but are not limited to:

- Gathering of selections and decisions of all finishes, which includes the scope of work from drywall to project finish
- Create finish category schedules for client and interior designer approval
- Create finish category bidding packets
- Oversee subcontractor bidding of all finish categories
- Create finish category budget financial sheets for client approval
- Present finish category budgets to clients
- Research value engineering options
- Write subcontractor contracts and change orders
- Write client change orders
- Manage project budgets for all finish categories
- Material and fixture ordering
- Receive and inspect material and fixture deliveries
- Manage shop drawing submittals and approvals
- Review monthly subcontractor invoices for payment
- Review monthly client sworn statements for billing
- Write meeting agenda and meeting notes for client meetings
- Inspect all subcontractor work for quality and completeness before final payment is released
- Manage and schedule client warranty and service calls
- Site supervise warranty and service work
- Create invoices for client service calls
- Apply for project permits
- Set-up and manage installation of gas, electric and cable/internet services to property

\*\*\*On small scale renovations the above scope of work will extend to management and site supervision of all categories from permit to project finish.

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*Mosher Dolan, Inc.* Project Engineer / Manager requires the following qualifications:

- A Bachelor's Degree in Construction Management or similar major
- 2-3 Years of experience as Project Coordinator or Project Engineer is preferred
- Proficient in all Microsoft Office programs
- Ability to learn project management software thoroughly and quickly
- Strong organizational skills
- Ability to multi-task and manage multiple projects at one time
- Detail oriented
- Strong customer service and communication skills
- Strong problem solving skills
- An extensive knowledge of the construction industry and building procedures

*Mosher Dolan, Inc.* is always looking for highly motivated individuals with positive attitudes toward success. Well suited personnel who work hard, play hard, and have a sense of entrepreneurship will blend nicely with our company. We strongly prefer a well-organized individual looking for an internship within the Construction Management Program, and proficiency in Microsoft Word, Excel, and Projects.

Please contact me at [steve@mosherdolan.com](mailto:steve@mosherdolan.com) with questions, resumes or possible candidates.

Thank you for your time,

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