



Civitillo Masonry, Inc. is a Newington-based Masonry Contractor providing masonry services for projects ranging from 1M –to 5M to the Industrial, Commercial, Governmental, Municipal and Institutional markets in Connecticut, Massachusetts, Rhode Island and New York. We are a family owned and operated company that has been in business for over 60 years. The company operates as a union contractor, employing approximately 50 masons and mason tenders and various sub-contractors. We are currently interviewing candidates for full-time entry level Project Engineer/ Assistant Project Manager position. This is an ideal opportunity for a career minded, self-disciplined and motivated individual seeking to gain industry experience and develop their career as a Project Manager/ Estimator with a company that prides itself on positive employee principles with the opportunity for career growth.

Job Responsibilities Include:

- Assisting Sr. Project Manager in all phases and aspects in the overall management of a project.
- Responsible to manage, organize and maintain all project specific records and logs including Submittals, New Contract Documents, Addenda, RFI's, Change Orders and Purchase Orders to ensure all information is correct and up to date.
- Collect and organize foreman daily production reports and project specific documentations.
- Work with Project Manager to issue all Purchase Orders and Sub Contracts.
- Review scopes of work with PM and Field Staff.
- Ensure all On-site Field Staff have the required and updated contract documents.
- Assist the Project Manager in estimating and processing of all change orders.
- Attend on-site project meetings.
- Process submittals, RFI's and change orders.
- Setting up electronic and hard copy files and logs for each specific project.
- Work with PM to ensure all project specific items and documentations are completed as required by the Contract Documents and submitted timely to avoid any delays and conflicts.



- Supplement and support other team members as needed to ensure the success of the project.
- Assist Sr. Estimator in preparing and completing estimates and required documents during the bidding process.
- Complete quantity take-offs as requested by estimating and PM.
- Basic plan reading and estimating.

Qualifications:

- Degree in Construction Management, Civil Engineering, or related field (or equivalent experience).
- Strong computer skills, knowledge and use of Microsoft Office Suite (Excel, Word, Power-Point).
- Ability to read, understand and interpret Project Drawings and Specifications.
- Effective time management skills and the ability to work independently
- Excellent communication skills.
- Positive attitude with a professional approach with coworkers and clientele.

Email resume to Carm D'Agostino at CDAgostino@civitillo.net

View our company profile at www.civitillo.net.

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