



## Himmelman Construction, Inc.

### Project Engineer

As a third generation, family-owned, full-service CM/GC firm that provides a wide range of preconstruction and construction services to Owners and developers across the State of Colorado, our company culture is one of family and trusted staff who have a passion for teamwork and a job well done. Our ideal candidate will possess a minimum of two years of A/E/C industry experience and have a genuine enthusiasm for construction. The Project Engineer, first and foremost, will be professional, reliable, and diligent. The Project Engineer will possess strong time management and multi-tasking skills and will excel at consistent and accurate communication with all office team members and project stakeholders. The position reports directly to company Project Managers. The position includes benefits, a competitive salary, and paid time off.

### Job Summary

Provides administrative and project support to the Project Managers by assisting with document control and maintaining project records, including contracts, change orders, submittals, drawing management, meeting minutes, requests for information, etc.

### Requirements

- Detail-oriented. Must be able to record, log, and transfer data accurately across multiple platforms.
- Strong organizational abilities. Must be able to plan, prioritize, organize and monitor multiple activities and projects simultaneously.
- Excellent interpersonal skills. Must be able to work well in a small group environment.
- Effective verbal and written communication skills
- Work well and thrive in small team environment

### Responsibilities

- Administer and track project documents including subcontracts, subcontract pre-qualifications, proposal requests, change orders, submittals, RFI's, subcontractor insurance certificates, job reports, and close out documents.
- Follow up with subcontractors for timely receipt of subcontracts, insurance certificates, submittals, change orders, and closeout documents.
- Create, organize and maintain digital and paper filing systems. File all project related materials.
- Provide administrative and phone support as needed.
- Establish a submittal and RFI logs and maintain throughout life of project.
- Send notices to subcontractors requesting required submittals/samples for approval with deadline.
- Attend and document project meetings (write minutes).
- Update and maintain all sets of drawings, specifications, and logs.
- Evaluate and understand basic construction means and methods.
- Compile contract close out documents (O&M manuals, as-builts, warranties, etc.).
- Distribute punch lists to subcontractors and assist in monitoring completion.
- Detailed submittal reviews with project specifications.
- Provide documentation support to on site project superintendent

### Minimum Qualifications & Requirements

- High school diploma required and college degree preferred.
- 2+ years of construction-related experience required.
- Knowledge of construction materials, processes, and equipment.
- Proficiency with Microsoft Excel, Word, and Outlook, Bluebeam and Procore preferred.
- Basic understanding of construction cost accounting.
- Ability to use independent judgment; self-starting.

If interested, please send your resume to: [info@himmelmanconstruction.com](mailto:info@himmelmanconstruction.com)