



## H&M Project Engineer Job Description

### **Job Summary:**

The “Project Engineer” is responsible to help facilitate project delivery and administrative requirements related to planning, management, and communication through effective day-to-day administration and coordination of projects. Works closely with the Project Managers, Site Manager, and other project team members, including clients, in support of the success of the project. Project Engineers are generally based on the project site.

### **Primary Responsibilities and Duties:**

- Assist the Project Manager with keeping the project software system up to date in terms of drawings, schedules, submittals, RFIs, daily reports, etc.
- When required, assist in the bid process by ensuring the proper bid documents are sent to bidders and maintaining the bidders list.
- Support the management of the day-to-day project including, but not limited to, responding to/reviewing pay requests, change orders, RFIs, submittals, contracts, and purchase orders
- Create and maintain the Contract Document Log and update with current information.
- Maintain current construction documents.
- Review submittals and maintain the submittal log.
- Receive and process RFIs from contractors and maintain the RFI log.
- Assist the Project Manager in updating the project schedule
- Organizing and publishing the Weekly Work Plan
- Attend project meetings and ensure that meeting agendas and meeting minutes are properly produced and distributed; this may require initiating and organizing specific meetings with the appropriate attendees
- Assist the Site Manager with the implementation and documentation of the QA/QC program
- Assist with compilation of project close out/operation and maintenance documents
- Develop industry relationships and expand professional networks that will help H&M’s Business Development efforts

### **Project Engineer Requirements & Qualifications:**

- A degree in a Construction or Engineering program or related field is preferred
- Ability to move from job location to job location for a minimum of a 3 year period
- Sufficient physical ability and mobility to work in a project office and construction site, to move up and down stairs, and to stand for prolonged periods of time.
- Communicate in person, on the phone, and over e-mail with clients, vendors, permitting officials, and others and exchange accurate information in these situations.

### **Purpose:**

- The Project Engineer position is considered an entry level position at H&M that also allows an individual to determine interest in future roles as a PM, SM, Estimator, Engineer, or in a role in one of H&M’s self-perform companies. It is also the best and primary opportunity to learn the field construction process first hand, including safety, day to day planning/coordination, construction details, means and methods, QA/QC, labor allocation, site logistics, overcoming problems, which is invaluable for any of the future roles noted.