



## Job Opening - Project Engineer

**Position Status:** Full Time

**Employee Classification:** Administrative

**Regular Work Hours:** 8:00 a.m. to 5:00 p.m.

**Accountable to:** VP of Operations

**Position Overview:** The overall responsibility is to assist in the construction of project(s) within the established time and budget provided following all company policies and procedures.

### Overview of Responsibilities:

#### Pre-Construction/Project Start-Up:

- Gains exposure to the pre-construction process by collaborating with PM and Estimating team on budgets, reviewing required work with subcontractors, and pre-planning operational activities.
- Assists with preparing subcontracts by writing the scopes of work.

#### Field Support:

- Provides support to Superintendent and guidance on open issues, including submittals and RFI's, by reviewing reports with Superintendent. Visits project site frequently, or may be stationed at the site.
- Submits and manages shop drawings by coordinating receipt of required deliverables from subcontractors as required by the contract documents and Submittal Register.
- Posts drawings and specifications by reviewing approved changes to the contract documents with PM. Notes respective modification on office record set and assists in posting field sets.
- Assists with as-built documentation by coordinating receipt of as-built documentation from subcontractors.
- Develops strong relationships with Field personnel by communicating effectively, soliciting input, and providing guidance and support as needed.
- Assists Superintendent with Field Work Orders (FWO) and helps coordinate FWOs with Superintendent and PM.
- Coordinates deliveries with Superintendent.

#### Project Controls:

- Manages the RFI process.
- Assists PM with Change Order Management.

#### Procurement:

- Takes the lead in setting up submittal register and continually manages the submittal process.
- Creates procurement letters by reviewing submittal register and project schedule to itemize required submittals from specific subcontractors and indicating required date submittal should be received from each subcontractor.
- Provides ongoing follow up throughout entire procurement process.
- Follows up weekly on critical procurement items.

#### Schedule:

- Manages and updates schedule from beginning to end.
- Assists Superintendent with 2-3 week look-ahead schedule.
- Works with Superintendent, Owners, and subcontractors and uses the schedule to manage and build the project, looking ahead for materials/issues to ensure a smooth project.
- Meets with the Superintendent each week and walks through the site for updates.

#### Budget:

- Assists or prepares and manages Pay Applications and subcontractor invoice reviews. Compares invoice amounts with contract amounts, ensures change orders have been included, and approves invoices to be paid.

- Assists with Monthly Projections.
- Assists with bid evaluations and subcontractor buyouts by comparing bid to drawings and specifications. Reviews subcontractor bids to ensure complete before buyout.

Cost Estimating:

- Gains exposure to cost estimating by working with Estimators on bids and project tracking.

Meetings:

- Prepares and distributes agenda prior to each Subcontractor Progress meeting and
- Owner/Architect/Contractor (OAC) meeting. Reviews with Project Manager for content and attachments.
- Prepares and distributes minutes to the project team following each meeting.
- Runs/Leads pre-installation meetings with Superintendent and Subcontractors and documents discussions and decisions resulting from the meetings.
- Works with the project team to complete and distribute meeting notes within 48 hours of each meeting.
- Participates in Progress Meetings and potentially runs meetings. Works with PM to prepare Progress Meeting agendas.

Project Administration:

- Documents weather delays, and other delays, on a weekly basis.
- Prepares and distributes transmittals to document submittals, drawings, and other outgoing documents.

Safety:

- Participates in safety audits with Superintendent and/or Safety Manager by attending safety walkthroughs.
- Completes 30-hour OSHA Training.

Close-Out:

- Leads close out activities with assistance of PM.
- Administers and closes out punch list by logging open items and distributing list to required subcontractors then following up on the open items until complete, within 30 days.
- Manages as-builts by documenting all changes to the contract documents and by coordinating receipt of as-built documents from required subcontractors.
- Manages Operations & Management (O&M) documentation by coordinating receipt of manuals from required subcontractors, and reviewing manuals to ensure required documentation is complete.

**Minimum Qualifications:**

- Bachelor's Degree in Construction Management, Engineering, or related field, or equivalent combination of education, training, and experience.
- Proficiency in computer applications, preferably Microsoft Office
- Written & verbal communication skills.
- Demonstrated ability to take a leadership role on projects.
- Proven track record of proactive approach to issues/management.
- Ability to effectively run Subcontractor Progress and OAC meetings.

**Characteristics:** Disciplined; dedicated; motivated; determined; problem solver; detail oriented; people personality; committed; team player; planner; customer oriented; willingness to be managed; community service involvement; self-starter; and sense of urgency.

**About Harmon:**

Harmon Construction has been providing Construction Management, Design-Build and General Contracting services to a variety of clients for 30 years. Specializing in commercial, industrial, healthcare, senior living and faith based construction; we are passionate about working with customers from "concept to completion." Our professional staff of estimators, construction engineers and support personnel have a high degree of character and competency, which has enabled us to become one of the most respected builders in the region.

Headquartered in Olathe, Kansas, we work predominantly in the Kansas City metro and surrounding area. We strongly believe in **relationships before buildings** and deliver on our promises; it's a time tested approach to business that has served our clients, associates and shareholders well.

**Interested?**

Send Qualifications/Resume to Christina Beaird, [cbeaird@harmonconst.com](mailto:cbeaird@harmonconst.com)