



JOB TITLE: Project Engineer
DEPARTMENT: Operations
REPORTS TO: Project Manager

SUMMARY: The project engineer position is designed to develop the knowledge of field specific supervisory issues. The Project Engineer is a vital link in the information chain that exists between the Architect, Owner, subcontractors, and Martin Harris Project Team. The primary role of the Project Engineer is to assist and support the Project Team throughout the project life cycle. Project Engineers are expected to spend time in the office and the field.

DUTIES AND RESPONSIBILITIES:

- Assist Project Team with bidding, buyout, procuring subcontractor bids, de-scoping competent bidders, drafting various contract language and documentation. Research, obtain quotes and provide recommendations to project team during this process.
- Maintain MHC online management software PROCORE for individual projects. Facilitate document control between multiple platforms and programs.
- Ensure proper permits are approved and in place before work commences. Work with local authorities for building MEP systems, fire and life safety systems testing, and resolving of non-compliance reports.
- Reviews various drawing disciplines and contract documents to create request for information (RFIs) and Submittals.
- Maintain an accurate and up to date Drawing, RFI and Submittal Logs.
- Provide technical supervision, cost estimating, change order review, quality assurance, project turnover and approval procurement.
- Assist project team in schedule progress update.
- Works with owners, members of the design team and subcontractors for construction coordination purposes.
- Assist in the project close-out documentation and distribution. Responsible for performing punch list, collection and distribution of closeout documents.
- Review, process and make recommendations to Project Manager regarding change order requests, potential scope changes and conflict resolution.
- Complete project close out documentation and distribution. Responsible for coordination of multi-tier completion punch lists across multiple building levels and finish requirements. Coordination of multiple-scope items.

**QUALIFICATIONS:**

- Proficient in Microsoft Office applications including Excel with experience in MS Project, Oracle Primavera 6, PROCORE, ASTA Powerproject and other construction related programs. Certification in PROCORE is preferred but not required.
- Ability to multitask, prioritize, and manage time efficiently.
- Experience in estimating software such as OST is preferred but not required.
- Ability to read and understand construction drawings.
- Excellent communication skills.
- Ability to read and interpret construction drawings over multiple disciplines.
- Willing to learn MHC procedures and assist the Project Team in critical deadlines and project specific tasks.

APPLICATION SUBMISSION:

- Applications for Project Engineer positions must be submitted via email to Vai.taimi@martinharris.com and Gautham.b@martinharris.com