

PROJECT ENGINEER OVERVIEW

POSITION OVERVIEW

All new college graduates begin their career with us as a project engineer. Project engineers spend the first years of their career learning both the project management and superintendent roles within the company. By shadowing both the project management and superintendent teams, project engineers will see the full breadth of the construction process to gain a broader view of the services we perform. Project engineers can expect to participate in project meetings, assist with change order pricing, purchase of equipment and materials, track daily unit costs for ongoing jobsite activities, assist with scheduling, and safety enforcement.

MINIMUM REQUIREMENTS

- Completion of a minimum one-semester internship program in a construction office preferred, but not required
- Minimum of high school diploma or equivalent
- Four- year college degree in engineering or construction preferred, but not required
- OSHA 10 or OSHA 30 hour preferred, but not required

LOCATION

Positions are available in each of our four offices, Houston, Austin, Washington DC, and San Antonio. In addition, there are opportunities available on our out-of-town projects, including Denver.

The start date for the internship will be mutually agreed upon once an offer is accepted.

COMPENSATION

- Our starting salary is \$60,000.
- We also offer a monthly, taxable vehicle allowance in the amount of \$800.

HOW TO APPLY

Interested candidates may submit their resume through our website, <https://www.harveycleary.com/careers/project-engineer>. In addition, they may reach out to:

Darrel Wilde

Senior Project Manager
dwilde@harveybuilders.com
720.505.7158 mobile



Project Engineer

We don't just build buildings; we build experts.

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harveyclear.com/careers

Project Engineer

Project Engineers spend the first years of their career learning both the project management and superintendent roles within Harvey | Harvey-Cleary

Training Requirements

- Four-year college degree in construction or engineering with a minimum 3.0 overall GPA

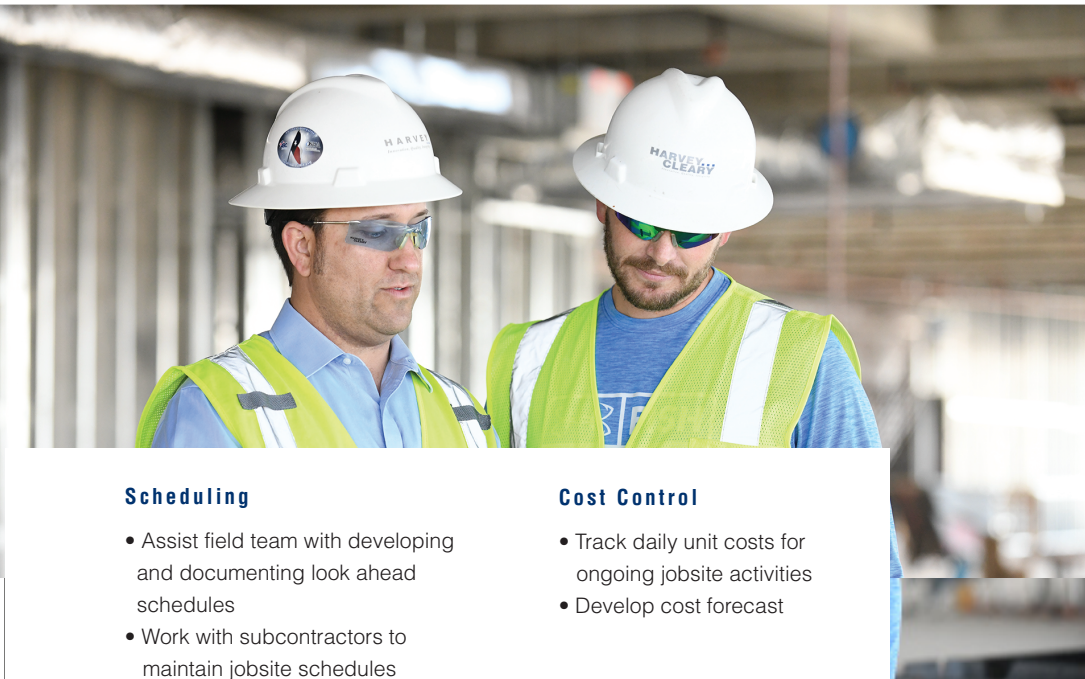
Skill Requirements

Leadership

- Learn Procore (software management system)
- Participate in subcontractor meetings
- Work closely with the superintendent and project management teams to learn construction operations
- Keep commitments

Estimating

- Assist project management team with change order pricing
- Assist the superintendent team with pricing and purchasing of equipment and materials
- Read and understand project manual specifications
- Read and understand construction documents



Scheduling

- Assist field team with developing and documenting look ahead schedules
- Work with subcontractors to maintain jobsite schedules

Cost Control

- Track daily unit costs for ongoing jobsite activities
- Develop cost forecast



A Day in the Life of Nicole Brinkley, Project Engineer

6:30 AM - 7:30 AM

Nicole arrives to the jobsite in Houston, TX. Nicole spends the first 15 minutes of her day walking the jobsite and taking mental notes of critical path items for the day.

7:45 AM - 8:00 AM

Nicole sits down and makes a list of all her meetings and critical path items for the day.

8:00 AM - 8:30 AM

Nicole prepares the agenda for the weekly owner's meeting.

8:30 AM - 9:00 AM

Nicole reviews emails and MEP submittals that need immediate attention.

9:30 AM - 9:45 AM

Nicole places a call to the engineer and architect to finalize the RFI regarding mechanical and plumbing risers for next week's concrete pour.

9:45 AM - 10:00 AM

She calls the mechanical and plumbing contractors to confirm design intent based on his discussion with the engineer and architect.

10:00 AM - 11:00 AM

Nicole reviews the submittal log and open submittals that the design team has responded to. Once reviewed, she distributes the submittals to the subcontractors.

11:00 AM - 11:30 AM

Nicole walks the jobsite with superintendents Casey and Ozzy to review MEPF sleeves for upcoming pour.

11:30 AM - 12:15 PM

Project Team lunch with the Senior Project Manager, Project Manager, Superintendent, Project Engineer and Intern.

12:15 PM - 1:00 PM

Nicole catches up on her emails and sees that new submittals have been received from the flooring subcontractor. She documents internally and does a brief review to ensure all information is included.

1:00 PM - 1:15 PM

Review and finalize agenda for owner's meeting and distribute to all attendees.

1:15 PM - 2:00 PM

Prepare for meeting and call interior designer to follow up on the status of finalizing light fixtures and flooring finishes.

2:00 PM - 3:00 PM

Facilitate and run the owner's meeting.

3:00 PM - 4:00 PM

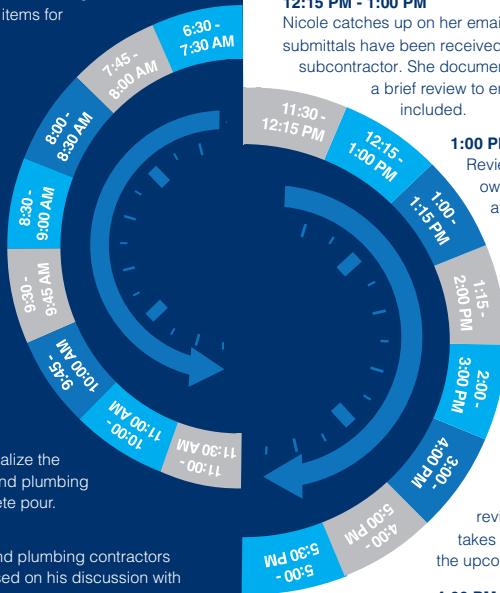
Nicole walks the jobsite and reviews the day's progress. She takes notes on critical path items for the upcoming week.

4:00 PM - 5:00 PM

Review emails. Nicole notices that the flooring subcontractor has sent a RFI regarding flooring transition heights. Nicole drafts the RFI and sends it to the design team for review. Nicole also responds to an email from the owner regarding scheduling that was discussed during the owner's meeting. Nicole prepares critical path list for next day.

5:00 PM - 5:30 PM

Nicole leaves and goes to happy hour with other Harvey employees from 2-3 different jobsites and catches up with everyone.



Safety

- Develop safety culture
- Create safety habits by conducting audits and safety observations
- Participate in jobsite safety meetings
- Review and understand JSA's from subcontractor(s)

Construction Meeting and Documentation

- Take meeting minutes at all the meetings, prepare draft and send out to project team for review
- Develop and coordinate meeting agendas at jobsite

Project Engineer

HARVEY-CLEARY

What We Look For

People are the cornerstone of our success. We hire the very best at every level. From interns to executives, we hire people who demonstrate a range of qualities:

Hard-Working	Decisive	Honest	Problem-Solvers
Respectful	Collaborative	Ambitious	Passionate
Efficient	Organized	Servant-Leaders	Communicative

Professional Development

Harvey | Harvey-Cleary is committed to helping you grow professionally—both in the early stages of your career and as you become a more seasoned professional.

Robust Training	Mentoring Program	Continuing Education
Association Memberships		

Interested in Joining the Team?

Upload your resume to our online portal under "Careers"

harveycleary.com/careers