

# PROJECT ENGINEER

*BUILDING COLORADO'S FUTURE*

## **JHL Constructors, Inc.**

7076 South Alton Way, Building H | Centennial, Colorado 80112  
303.741.6116 | [jhlconstructors.com](http://jhlconstructors.com)

**SALARY** - Commensurate With Experience

**BENEFITS** - Health, Dental, Vision, 401(K), Paid Vacation

### **JOB DUTIES**

- Assisting with job set-up, project meetings, safety, record-keeping, and quality control
- Processing shop drawings, RFI's, ASI's, etc. and logging and filing of these documents
- Writing and reviewing subcontract scopes of work
- Assisting the Project Manager and Superintendent in updating of project schedules and documenting changes
- Gathering and compiling pricing associated with RFI's, field orders, proposal requests & architectural supplemental instructions
- Ordering and monitoring materials and delivery status
- Verifying compliance with JHL safety and risk management program for all project activities
- Conducting progress meetings and generating / distributing meeting minutes
- Conducting pre-construction meetings with subcontractors and consultants
- Preparing punch-lists (pre-punch and A/E punch), distributing, and tracking completion progress
- Managing project close-out

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Construction Management, Architecture or Engineering
- 1-3 years of related experience
- Ability to read and comprehend building plans and specifications
- Excellent verbal and written communication skills
- Working knowledge of Microsoft Office, Primavera, and Prolog

### **SUBMIT YOUR RESUME WITH QUALIFICATIONS & REFERENCES TO**

- Email - [humanresources@jhlconstructors.com](mailto:humanresources@jhlconstructors.com)
- Fax - 303.741.2785
- In Person - 7076 S. Alton Way, Building H, Centennial, Colorado 80112