



BUILDING COLORADO'S FUTURE

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Englewood, CO 80112



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PROJECT ENGINEER

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 AND REFERENCES TO:

- Email: hr@jhlconstructors.com
- Fax: 303.741.2785
- In Person: 9100 E. Panorama Drive, Suite 300 | Englewood, CO 80112