



BUILDING SYSTEMS. ENSURING PROGRESS.

At Holmberg, we are united and driven to provide the highest quality to our clients and are able to deliver what they need with a vast portfolio of successful projects. Our capabilities are state-of-the-art and we are constantly researching new methods to make the experience an even better one.

Job Description

Holmberg Mechanical is currently seeking a confident, passionate, and highly motivated and organized Project Engineer/Coordinator. The ideal candidate will have demonstrated organizational skills, ability to multi-task, show a friendly & positive attitude, with a professional demeanor while maintaining a high level of productivity and integrity. The candidate's primary responsibility is to provide onsite project management. Working under the direction of a Project Manager, the successful candidate will work to implement key construction initiatives, ensure organization and consistency throughout the department and take ownership of all related issues and resolutions.

Job Function/Responsibilities

- Work as a team member with the project team and assist Project Manager with management support.
- Assist in the development and maintenance of construction project schedules, CPM schedule development, and standardization
- Document control & organization, generate submittals & RFIs, preparing subcontracts, and managing of subcontractors
- Procurement of material, support of cost engineering, support of equipment buyouts, estimating support, support marketing & sales, and assist with project billings
- Developing mutually successful relationships with clients

Qualifications

- We are looking for students currently enrolled in a degree program for Construction Management, Engineering or a related field.
- Available to work flexible hours, an average of 40 hours per week standard, or as needed.

Skills and Requirements

- Strong technical problem-solving ability.
- Knowledge of Microsoft and Office Software.
- Solid project management skills and methods.
- Solid understanding of mechanical and plumbing systems.
- BlueBeam Revu & Smartsheet a plus.