



**BUILDING SYSTEMS. ENSURING PROGRESS.**

At Holmberg, we are a team united and driven to provide the highest level of quality for our clients. We have proven this time and time again by our vast portfolio of diverse successful projects. Our capabilities are state-of-the-art, but we never settle for second best therefore we empower our employees to experiment with new methods to make the Holmberg experience an even better one.

Holmberg Mechanical is proud to have made the Puget Sound Business Journal's Best Places to Work list 2018, 2019, and 2020; Puget Sound Business Journal's Middle Market Fast 50 2020; Inc Magazine's 5000 Fastest Growing Companies in America list in 2019 and 2020!

### **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 project lifecycle, and take ownership of all related issues and resolutions.

### **Function/Responsibilities**

- Developing mutually successful relationships with clients
- Work as a fully integrated team member assisting the Project Manager with management support activities
- Support of cost engineering, including buyout of subcontractors and suppliers, support of equipment buyouts, pricing of change orders and assist with project billings
- Procurement of equipment, materials, and tools to support the project schedule
- Assist in the development and maintenance of project scheduling activities including CPM schedule development, manpower loading and look ahead schedules
- Document control & organization, generating submittals & RFIs, preparing subcontracts, and managing subcontractors
- Implement Quality Control and Quality Assurance measures at the project level

### **Qualifications**

- **A minimum of 1 year experience in the commercial construction industry.**  
**Prefer experience in the Mechanical or Plumbing systems**
- 4 year college degree or 4 years of experience as a commercial craftsman trade within the construction industry
- Available to work 40 hours per week standard, or as needed
- Proficient at Microsoft Word, Excel, PowerPoint, and Outlook Software
- Bluebeam Revu & Smartsheet a plus
- Strong technical problem-solving ability
- Solid project management skills and methods

Holmberg Mechanical is an **Equal Opportunity Employer**, offering qualified applicants' consideration for employment without regard to race, color, religion, sex, physical or mental disability, age, citizenship, pregnancy, genetic information, veteran status, gender identity, gender expression, sexual orientation, national origin, and any other protected status.

For more information about Holmberg Mechanical, please visit [www.holmbergco.com](http://www.holmbergco.com).

Strategy.

Craftsmanship.

Relationship.