

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.

**Job Description**

Holmberg Mechanical is currently seeking a confident, passionate, highly motivated, and organized Project Engineer/Coordinator. The ideal candidate will have demonstrated organizational skills, the 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.

**Job 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 assistance 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 of experience in the commercial construction industry. Prefer experience in 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 in Microsoft Word, Excel, Powerpoint, and Outlook Software.

- BlueBeam Revu & Smartsheet are a plus.

- Strong technical problem-solving ability.

- Solid project management skills and methods.