

Hillhouse Construction is currently looking for candidates to fill the position of:

## PROJECT ENGINEER - INTERN

Become a member of a **dynamic, award-winning, industry-leading commercial general contractor**, building highly sustainable green building projects, state-of-the-art scientific facilities, and high-profile corporate offices. Long-term career opportunities exist for a Superintendent with strong organization and communication skills. Be a valuable part of our growing team!

### DUTIES & RESPONSIBILITIES: (not limited to)

#### Pre-Construction

- Attend and coordinate project job walks
- Prepare Request for Proposals
- Analyze subcontractor proposals and generate Bid Tabs
- Produce quantity take-offs for multiple disciplines

#### Safety

- Support Superintendent and contact Safety Director before the beginning of each project and demolition

#### Contract Administration

- Draft Owner/Client contracts and Subcontract agreements for review by PM, SPM, or PX
- Function as the main point of contact with Subcontractor's field and office personnel
- Review and prepare Subcontractor invoices for PM or PX approval monthly

#### Document Control

- Develop, track and manage RFI, Submittal and Change Order Logs
- Generate action item lists and follow-through to completion
- Coordinate and update Master Drawing Set and logs

- Distribute project drawings, addenda, design changes, RFIs, submittals, and documentation to extended team.
- Monitor and log 3rd party testing, project access, and logistics plans

#### Scheduling

- Prepare, monitor, and update Master Schedule
- Work with Project Superintendent to identify project progress to date
- Identify potential project impacts and proposed solutions

#### Meetings

- Attend and contribute in weekly Owner, Architect and Contractor meetings

#### Technical Ability

- Review subcontractor and vendor drawings and submittals for adherence to plans and specifications
- Conduct coordination meetings with Architects, Engineers, and multiple subcontractor trades
- Interface with Architect and Engineers to efficiently resolve technical issues and convey information to the field and the entire team

### EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Pursuing a Bachelor Degree in Construction Science or related field
- Flexible with the ability to manage multiple tasks/projects concurrently
- Resourceful with respect to problem identification and resolution
- Ability to work in a fast-paced environment w/ minimal direction from Sr. Management
- Strong verbal and written communication skills

To apply, please send a resume and cover letter to [internship@Hillhouseconstruction.com](mailto:internship@Hillhouseconstruction.com)