

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

PROJECT ENGINEER

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 Project Engineer with strong organization and communication skills. Be a valuable part of our growing team!

DUTIES & RESPONSIBILITIES: (not limited to)

- Conduct project job walks
- Prepare RFPs (Request for Proposals)
- Work with PM to qualify Subcontractor Proposals
- Help produce quantity take-offs for multiple disciplines
- Participate in the General Contractor proposal and interview process
- Conduct daily project walks with Superintendent
- Draft Owner/Client contracts
- Manage all Owner/Client/Subcontractor scope and change orders
- Prepare Owner/Client and internal project updates on a monthly basis
- Manage RFI, Submittal, and Change Order Log
- Coordinate and update Master Drawing Set and Logs
- Prepare, monitor, and update the Master Schedule
- Hold and run a weekly internal team meeting
- Work with Project Superintendent to identify project progress to date
- Identify potential project impacts and proposed solutions
- Attend and participate in weekly OAC meetings
- Present RFI, Submittal, and Change Order Logs
- Prepare and distribute project documents to the extended team

QUALIFICATIONS:

- Bachelor Degree in Construction Management or Civil Engineering
- Must possess a minimum of two+ years of commercial construction experience with involvement in Project Management
- Ability to manage multiple tasks/projects concurrently
- Self-starter with the ability to operate in a fast-paced working environment
- LEED GA or AP preferred
- Proficient in Microsoft Office Suite, Microsoft Project, Sage, Bluebeam Revu, and Plangrid
- Strong verbal and written communication skills

BENEFITS:

Competitive base salaries, end-of-year bonuses, health and welfare benefits, and extra perks. Our benefits are designed to promote the immediate and long-term health and success of you and your family. We constantly review and improve our benefits programs to stay at the forefront of Bay Area companies. Along with a great company culture and an in-house gym, we offer comprehensive and balanced benefits that include:

Medical - Hillhouse Construction currently offers two options

- Anthem Blue Cross Gold PPO 500. We cover 100% of your contribution and 50% of your spouse/child(ren)/dependent(s) contribution
- Kaiser HMO Platinum. We cover 100% of the contribution for you and your spouse/child(ren)/dependent(s)

Dental

- Unum Dental. We cover 100% of the contribution for you and your spouse/child(ren)/dependent(s)

Disability/Life

- Short Term Disability – for those working 30+ hrs/week. Benefit percentage 60%. Max weekly benefit is \$2,309. Minimum weekly benefit is 10% of your weekly total disability benefit
- Long Term Disability – for those working 30+ hrs/week. Benefit percentage 60%. Max monthly benefit is \$10,000. Minimum monthly benefit is \$100 or 10% of the insured employees benefit, whichever is greater
- Life/AD&D – Personal Life Benefit Amount is \$50,000, AD&D Principal Sum is \$50,000

Financial Wellness

BrightPlan – for your financial wellness and security. Meet with an advisor or view and make changes online, master your money, get investment advice, plan your future at no cost to you.