



About our Firm

In business for over 47 years, Hammond Construction is a construction management and general contracting company serving health care, commercial and educational markets. We are one of the largest professional management and contracting companies in Northeast Ohio, providing experienced managers and quality construction services. Corporate and financial management, project planning and pre-construction services originate from our business offices in Canton, Ohio. Field offices established at the job site provide our on-site presence, and serve as the control center for day-to-day activities during construction and post-construction. We are currently recruiting for a Project engineer to join one of our on-site teams based in the Northeast Ohio region.

POSITION GENERAL DESCRIPTION: The Project Engineer provides assistance to both the Project Manager and Field Superintendent throughout the duration of the construction project. Individual will attend job site meetings, coordinate necessary paperwork, logs and pricing as related to project and assist with quality assurance and on-site safety plan.

POSITION SPECIFIC DUTIES AND RESPONSIBILITIES:

- Participate in all meetings onsite including pre-install, subcontractor and Owner meetings. Thoroughly document and track all action items via meeting minutes
- Coordinate with the Project Superintendent and Project Manager to update and maintain the project's CPM schedule
- Develop and maintain the project submittal log and processing
- Receive, review, log and track on-site deliveries
- Receive, review, log and distribute RFI's (Requests for Information)
- Assist with the management of project changes, including distributing bulletins, reviewing change orders, and requesting subcontractor pricing for change order requests
- Assist Project Manager with Subcontractor pricing and estimates for change order requests
- Acquire and upload the appropriate LEED documentation as required by the project
- Upload photos and documentations into PlanGrid for the project team
- Ensure adherence to the on-site safety plan
- Generate the Operations & Maintenance manuals during the closeout phase of construction
- Assist with additional projects, duties and tasks as assigned

EDUCATION/EXPERIENCE:

Education: Bachelor's Degree

Knowledge Required: Basic computer abilities and understanding of the construction industry

Experience Required: Entry level position. No previous experience required, but is a plus

Skills/Abilities: Shows the ability to have strong interpersonal, organizational and problem-solving skills.

Learn more about Hammond or submit your resume by visiting

www.hammondconstruction.com