

PROJECT ENGINEER

Honolulu Builders, LLC is seeking a motivated and organized Project Engineer to join our growing commercial construction team. This position is an excellent opportunity for someone who wants hands-on experience managing commercial construction projects and developing toward a Project Manager role. The Project Engineer will work closely with Project Managers, Superintendents, subcontractors, architects, engineers, and clients to support projects from preconstruction through closeout.

ROLES & RESPONSIBILITIES

- Assist Project Managers and Superintendents with day-to-day project management and coordination.
- Prepare, process, track, and follow up on RFIs, submittals, shop drawings, and other project documentation.
- Maintain current drawings, specifications, ASIs, RFIs, and other contract documents.
- Assist with subcontractor and vendor coordination.
- Track procurement and long-lead materials and identify potential impacts to the project schedule.
- Assist with preparation and tracking of change orders, potential change orders, and subcontractor pricing.
- Review subcontractor proposals for completeness and assist with scope comparisons.
- Assist with project schedules, look-ahead schedules, meeting minutes, and action item tracking.
- Attend Owner/Architect/Contractor and subcontractor coordination meetings as required.
- Perform regular site visits and coordinate with field personnel.
- Assist with quantity takeoffs, estimating, and preconstruction activities as needed.
- Help coordinate inspections, testing, permits, and project closeout requirements.
- Maintain punch lists, closeout documents, warranties, O&M manuals, and as-built documentation.
- Maintain accurate and organized electronic project records.
- Assist with project cost tracking and monthly billing documentation.
- Communicate professionally and proactively with owners, design consultants, subcontractors, vendors, and internal team members.
- Identify potential project issues early and work with the Project Manager and Superintendent toward resolution.
- Perform other project-related duties as required.

QUALIFICATIONS

- Bachelor's degree in Construction Management, Civil Engineering, Architecture, Engineering, or related field preferred.
- 0–3+ years of commercial construction experience preferred; strong entry-level candidates will be considered.
- Ability to read and understand construction drawings and specifications.
- Strong organizational and follow-up skills.
- Strong written and verbal communication skills.
- Comfortable working both in the office and on active construction sites.
- Proficiency with Microsoft Office, particularly Excel, Word, and Outlook.
- Experience with Autodesk Construction Cloud/Build, Bluebeam, or similar construction software is a plus.
- Valid driver's license and ability to travel to project sites as required.

We are looking for someone who is dependable, organized, willing to learn, and comfortable taking ownership of assignments. The successful candidate should be able to manage multiple priorities, communicate effectively, follow through on commitments, and work collaboratively with both office and field personnel. Honolulu Builders offers exposure to a diverse range of commercial construction projects throughout Hawaii and an opportunity to grow within the company.

APPLY NOW!



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