



## **Project Engineer -**

Full Time: Monday-Friday at Irvine Jobsite.

HPS Mechanical, Inc.  
San Diego, CA 92126

HPS Mechanical, Inc. is seeking a Construction Project Engineer to support and coordinate with the Project Manager and Superintendent on various projects. Assists in gathering, organizing and distributing information to team members. Must possess strong written and verbal communication skills and manage time effectively. The hired engineer will be working full time at the UCI jobsite.

### Essential Job Functions:

- Prepare, review, and distribute RFI's
- Maintains RFI log
- Ability to read blueprints and do take-offs
- Processing submittals
- Do change orders
- Process close out documents
- Request quotes from vendors and sub-contractors and analyze for best value
- Prepare and submit purchase orders
- Develop and maintain a schedule with the Superintendent
- Maintain appropriate job files
- Ensure company policy, procedures, and standards are met
- Proficient with Microsoft office, specifically Word and Excel
- Proficient with Bluebeam
- Maintain a thorough understanding of contract documents and subcontracts

Excellent benefits to include health, dental, vision, life, 401k, holidays and PTO.

Must pass drug screen and background check. We are an Equal Opportunity Employer and participate in E-Verify.

### Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Please contact:  
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