



**COMMONWEALTH
ENGINEERS, INC.**

NOW HIRING!

RESIDENT PROJECT REPRESENTATIVE/INSPECTOR

GET ON BOARD: INDIANA

JOB DESCRIPTION

Commonwealth Engineers, Inc. has immediate openings for experienced civil engineering construction inspectors.

Duties include conducting on-site observations to monitor progress and quality of work with the contract documents; serving as the engineer's liaison with the contractor; maintaining adequate records, including a daily logbook and a set of drawings on which authorized changes are noted; reviewing the contractor's application for payment; and other duties as assigned.

RESPONSIBILITIES

- Must remain on the job site for the entirety of the project's construction.
- Maintain detailed reports as required of progress of the work and of contractor's compliance with the progress schedule.
- Review progress schedule, shop drawing and sample submittals, schedule of values, and other submittals prepared by contractor.
- Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences, and others.
- Comply with site safety programs.
- Assist engineer in serving as owner's liaison with contractor and obtaining additional details or information as required.
- Review applications for payment with contractor for compliance with the established procedure for their submission.
- Forward any recommendations to the assigned engineer.
- Other duties as assigned.

DESIRED QUALIFICATIONS/SKILLS

- High School diploma is required
- B.S. in Construction Engineering/Management is a plus
- Ability to travel/valid driver's license is required
- Relevant certifications such as INDOT Inspection or NAASCO is a plus
- Familiarity with federally-funded infrastructure is a plus
- Experience with Procure is a plus
- Ability to read construction plans
- Strong work ethic and organizational skills

BENEFITS

Ranked as one of the Top Workplaces by IndyStar, Commonwealth Engineers strongly emphasizes making a positive impact on our communities.

By joining Commonwealth, you will be a key player in the water resource engineering services we provide!

- **Competitive base salary**
- **Medical, dental, and vision insurance**
- **Long-term and short-term disability insurance, including maternity leave**
- **Supplemental insurance**
- **AD&D coverage**
- **Matching 401(k) & profit sharing**
- **Annual performance bonus**
- **Additional incentive pay for each hour worked excess of the 40-hour schedule**
- **Paid time off and holidays**
- **Flexible scheduling**
- **Professional development opportunities**
- **Employee outings**

HOW TO APPLY

Qualified applicants should e-mail a cover letter and resume to

hiring@contactcei.com or online at commonwealthengineers.com/careers.



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