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RESIDENT PROJECT REPRESENTATIVE/INSPECTOR

Job Description:

Commonwealth Engineers, Inc. has immediate openings for experienced civil engineering construction inspectors. Duties include conducting on-site observations to monitor the 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 the progress of the work and contractor's compliance with the progress schedule.
- Review progress schedule, shop drawing and sample submittals, schedule of values, and other submittals prepared by the contractor.
- Attend meetings with the 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 the contractor for compliance with the established procedure for their submission.
- Forward any recommendations to the assigned engineer.
- Other duties as assigned.

Qualifications/Skills:

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

Benefits:

Commonwealth has earned our reputation as a leader in the water resource industry. Join our award-winning engineering and consulting firm and receive these benefits:

- 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 in excess of the 40-hour schedule
- Paid time off and holidays
- Flexible scheduling
- Professional development opportunities
- Employee outings



Applicants should e-mail a cover letter and resume to hiring@contactcei.com or submit online:

[commonwealthengineers.com/careers](https://www.commonwealthengineers.com/careers)

