

CIVIL PROJECT MANAGER / RESIDENT PROJECT REPRESENTATIVE

Seymour Engineering is seeking a qualified Civil Project Manager/Resident Project Representative to join our team. Successful candidates shall have strong communication, negotiation, and organizational skills. Must be detail-oriented, have strong math skills, and be a team player. Candidate should have experience in managing the construction of municipal infrastructure, underground utilities, drainage, roads, hardscapes and dredging projects.

Successful candidate will be required to:

- Process Requests for Information (RFI's) from contractors
- Forward any clarifications and interpretations of the contract documents to engineer for action
- Perform the duties as the project liaison for the project and the engineer of record
- Oversee the daily construction, testing and inspections
- Create and maintain project log
- Be the contracting officer during the review of change orders and daily project issues
- Process pay applications to confirm that the percentage of work completed, measurement of unit priced work in place, and verification of material in storage are reasonable
- Monitor and manage job costs as well as maintain schedules
- Communicate directly with the client to assure all needs are met
- Attend construction phase meetings with the contractor
- Prepare draft minutes of meetings
- Conduct on-site observation of the contractor's work in progress
- Prepare a daily diary that records weather conditions, contractor's daily work activities, specific observations and regularly photograph the work
- Maintain orderly files of correspondence, reports of job conferences, change orders, field orders, work change directives, daily reports and/or diaries, photographs and other similar documents

We offer a competitive salary, health benefits, 401K, vision/dental, and an excellent work environment.

Interested applicants should email their resume with references to se@seymouren.com. No phone calls please.