

CEI RESIDENT ENGINEER/CONSTRUCTION MANAGER – HOUSTON OFFICE

QUALIFICATIONS:

- B.S. in Civil Engineering
- Licensed Professional Engineer in Texas.
- Minimum of 15 years' experience in overseeing roadway and municipal construction projects as the owner's representative.
- Must be knowledgeable about TxDOT, County, City construction specifications & inspection procedures, and construction contract administration.

JOB DESCRIPTION:

- Responsible for assuring roadway and municipal projects are constructed in accordance with approved plans, specifications, and authorized changes.
- Assure compliance with all local, state, and federal rules and regulations.

DUTIES:

- Ensures assigned projects are properly staffed to meet schedule, budget, and quality.
- Supervises construction administration of State, County, & City projects including: Pre-construction meetings, shop drawing review, inspections, processing of pay, requests, assessing and resolving unforeseen conditions during construction, monitoring of schedules and budgets, overseeing equipment and materials testing, reviewing record drawings and certifications for accuracy.
- Ensures all work is in conformance with contract documents and permit conditions before final acceptance.
- Supervises and assists subordinates with inspection of construction activities.
- Participates in conferences and meetings, coordinates activities with community and regulatory agencies.
- Maintains and enforces company rules and regulations in accordance with personnel.
- Resolves public complaints on construction projects.
- Reviews and recommends acceptance pay requisitions submitted by contractors.
- Investigates and provides recommendations on contractor claims, change orders, etc.
- Works with Engineer of Record in resolution of issues as they may be encountered.
- Identifies potential new hires.
- Identifies & develops relationships with client key staff.
- Assists with preparation of proposals and interviews.
- Prepares scope of work & fee proposals for all CEI projects.