



Fast growing, design build construction company is seeking a Engineer-In-Training to support construction in Wastewater and Water Treatment projects

Engineer-In-Training, E.I.T.

Professional Engineer position acts on design, construction, and/or materials engineering projects, as a design project manager, or project engineer. As a design engineer, position is responsible for engineering designs, including materials engineering designs, timely completion of paperwork and the administration of the contract documents. As a project engineer, position is responsible for all aspects of construction activities of the work unit including testing of materials; inspecting for compliance with the contract plans and specifications; providing quality assurance and control; documenting pay quantities; authorizing contract payments; initiating and authorizing contract modification orders; and monitoring the financial status of projects.

Job Description:

- Assures contract compliance with plans and specifications by monitoring and documenting contractor's work.
- Assembles data, calculations, figures, reports, and diaries for project records.
- Drafts Contract Change Orders (CMO's)/Minor Contract Revisions, letters and construction engineering memos.
- Inspects and certify that the Contractor's equipment, materials, workmanship, and products are in conformance with the contract, plans, and specifications
- Takes on construction administration duties, including submittal review, field inspections, RFIs, and change requests, when needed
- Capital Improvement Plans.
- Attend Pre-Bid Meetings, Bid Openings, and Pre-Construction Meetings.
- Assemble/Write Contract Documents, Special Provisions, and Technical Specifications
- Working closely with Senior Management, Project Engineers, Project Managers and Superintendents on general tasks.

Education and Experience Requirements:

- Bachelor's degree in Construction Management or related study is required.
- At least 1 year of experience in construction is required; preferably water/waste water construction.
- Knowledge of construction management theory and practice.
- Knowledge of PC and construction and business software including scheduling, estimating, spreadsheets and word processing.
- Excellent computer skills – Microsoft Word, PowerPoint, Excel, Outlook, and Internet.

- Excellent written and verbal communication skills.
- Attention to detail and ability to proof your own work and the work of others.
- Excellent organizational and time management skills, ability to take initiative, use good judgment, demonstrate a strong sense of urgency and follow-up and carry multiple projects through to completion.
- Must have the ability to operate an automobile. Must have a valid state approved driver's license. Must be able to furnish a vehicle for use during the workday.

Pay rate Dependent on Experience. Benefits include: Health, Dental, Vision, 401K, Paid time off, Paid Holidays

Contact Information:

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