

RESIDENT PROJECT REPRESENTATIVE – CONSTRUCTION INSPECTOR – Wakefield NH

Horizons Engineering Inc is a growing Civil, Environmental, Structural and Land Surveying firm with offices in Littleton, New London, Conway and Newmarket, New Hampshire; Sharon and Newport, Vermont, and Saco, Maine.

Horizons has an immediate opening for an experienced resident project representative to provide construction services assistance for a municipal water project in Wakefield, NH. We are looking for an enthusiastic and talented individual to become part of our team.

Our staff at Horizons is a close-knit group of hard-working individuals that value client service, design innovation, and a no-nonsense approach. The successful candidate will have a strong work ethic, desire to learn, and interest in working on a wide range of civil engineering projects throughout northern New England.

Essential Job Duties:

- on-site observations to monitor conformance with the contract documents;
- serving as the engineer's liaison with the contractor;
- maintaining adequate records including a daily log book and a set of drawings on which authorized changes are noted;
- reviewing the contractor's application for payment;
- and other duties as assigned.

Skills and Qualifications:

- At least 2 years of experience in the construction industry with projects involving pipe installation, earthwork, or other heavy civil construction disciplines.
- Ability to read construction Plans and Specifications.
- Municipal project experience is a plus.
- Strong written and verbal communication skills.
- Strong organizational, conflict resolution, problem solving, and record keeping skills.
- Microsoft Suite (Office, Word, Excel, PowerPoint).
- Applicant must possess a valid driver's license and a driving record acceptable to corporate insurer.
- Willing to travel

Interested applicants, please send a cover letter and resume to
hmrgr@horizonsengineering.com