

Construction Observer - Fayetteville

McClelland Consulting Engineers, Inc. is expanding and looking for a full-time talented Construction Observer in our Fayetteville location.

Summary

This full-time position will be primarily in the field on a project site and the Construction Observer will be expected to perform work year-round, in varying weather conditions that may be wet, cold or hot. Depending on the workload and client demand, this position may be required to work nights and weekends.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Participate in relevant preconstruction meetings and coordination for projects.
- Coordinate with project engineer/manager, review plans and specifications, and ask questions about items not understood. Get a good understanding of the documentation requirements for the project. Coordination with the MCE team is expected to be an ongoing process throughout the life of the project.
- Communicate daily with supervisor and other MCE personnel regarding project schedule, job goals, and technical issues. Also assists with issues surrounding the project such as land/property owner coordination and coordination with client representatives.
- Follow safety protocols on all projects. Report any incidents immediately to project manager and supervisor.
- Keep daily reports and test reports, and mark-up plans with any change each day, submit reports to supervisor weekly. Note any changes in diary. Include project problems and agreed-upon solutions with contractor's representative signature if possible. Submit construction reports, pictures, testing reports and any other construction documents to the project engineer on a weekly basis.
- Prepare quantities for monthly payment estimates based upon work completed. Submit to project engineer before the end of each month.
- Be present during required testing of work constructed and carefully record results.
- Attend final inspection. Prepare punch list and coordinate as-built preparation
- Other duties as assigned

Competencies

- Be able to read and comprehend project documents – plans, specifications, contracts, etc.
- Good communication and critical thinking skills are recommended.
- Proficiency with Microsoft Office (Word, Excel, etc.) and emailing using Outlook.
- Proficiency with Adobe Acrobat and/or Bluebeam

Work Environment

This job operates in an outdoor environment year-round.

Position Type/Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the core work hours of 8 am to 5 pm and must work 40 hours each week to maintain full-time status. Evening and weekend work may be required as job duties demand.

Travel

Travel is required based on client job location; overnight travel may not be required.

Required Education/Experience

- High School Diploma
- 2-5 years of construction observation experience

Preferred Education/Experience

- 5+ years of construction observation experience

About MCE

MCE is a regional, multidisciplined engineering consulting firm with more than 140 employees throughout three offices in Little Rock, Fayetteville and Fort Smith in Arkansas. We are focused on providing exceptional customer service by committing our time, energy and professionalism to complete projects that enhance the quality of life, improve infrastructure and offer positive economic impacts to improve the communities where we serve, live and work.

MCE is an equal opportunity employer offering a competitive benefits package and opportunity for career growth.