



POSITION AVAILABLE

PROJECT MANAGER - ASSOCIATE

Engineer, working under the supervision of senior engineers, responsible for providing support for activities related to Project Management and Contract Administration for a variety of projects receiving funding from county, regional, state and federal funding agencies. In addition, provide engineering support for public works projects including investigations, assessments, engineering studies, designs, and construction-phase services. Provide engineering consulting operations such as client interactions, preparation of statements of qualification and proposals.

SALARY AND BENEFITS:

- Salary commensurate with experience.
- NAI Consulting provides its employees with outstanding benefits including a cafeteria style medical/dental benefit, eight paid holidays, a Safe Harbor 401k Plan and profit sharing.

ESSENTIAL DUTIES AND RESPONSIBILITIES (May include but not be limited to):

- Prepare and submit necessary documents and coordinate with various regional, county state, and federal funding agencies to acquire and maintain funding approval
 - Prepare and track project schedules
 - Prepare correspondence, reports, and memorandums necessary to administer various City capital improvement projects
 - Assist with bidding procedures, prepare bid summary comparisons and a table format, and make recommendations for City Council consideration to award Public Works Contracts for construction
 - Prepare and conduct informal request for proposals to construction support sub-consultants, summarize proposals received and make recommendations for award of Professional Services Agreements
 - Monitor and report on project status, budget vs. actual expenditures and contract time vs. actual time
 - Prepare staff reports for City Council consideration, as necessary
 - Perform engineering calculations in support of design and construction projects including streets, street rehabilitation, storm and sanitary sewer, water utilities, and grading. Analyze reports, maps, drawings, blueprints, test data, aerial photographs and other technical information.
 - Prepare engineering reports, cost estimates, specifications, construction schedules, and designs for projects. Project work will focus on street, roadway and utility designs for municipalities and public agencies, including planning studies. Other duties may be assigned.
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QUALIFICATION REQUIREMENTS:

- **REQUIRED:** Knowledge of, and familiarity with the policies and procedures of Caltrans Division of Local Assistance with emphasis on the Local Assistance Procedures Manual; knowledge and understanding of regional, state and federal funding requirements and procedures; competent in AutoCAD, Land Development Desktop or Civil 3-D; proficient in MS Office, and familiarity with sustainable design issues.
- **EDUCATION & WORK EXPERIENCE:** Qualified candidates will have a BS Civil Engineering and an EIT license. (P.E. license helpful). Minimum three years previous work experience with a civil engineering firm or municipal public works department.
- **LANGUAGE SKILLS:** Ability to read and interpret documents such as scientific reports, engineering drawings, operation and maintenance instructions, and user manuals. Ability to write clear and concise sections of technical reports specifications and other correspondence. Ability to speak effectively with co-workers and clients.
- **MATHEMATICAL SKILLS:** Ability to work with basic engineering and mathematical concepts and principles. Ability to apply engineering and mathematical concepts to practical situations.
- **REASONING ABILITY:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Please send resume to:

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