

# **CONSTRUCTION FIELD REPRESENTATIVE ASHEVILLE, NORTH CAROLINA**

McGill Associates is a consulting engineering firm offering multidisciplinary services in North Carolina, Tennessee, and Virginia. We serve municipal and private clients with a focus on water/wastewater, civil site design, and environmental services. We are currently seeking highly motivated candidates for an entry to intermediate level Construction Field Representative position in our Asheville, North Carolina office.

## **Essential Duties and Responsibilities**

The Construction Field Representative (CFR) oversees and observes the construction phase of a project and shall be able to properly document the contractor's adherence to the construction contract. The CFR will typically be assigned to observe various construction projects and provide the respective CA with appropriate input and documentation related to the contractor's general compliance with the contract documents. The Construction Field Representative shall be able to fully understand the requirements of the construction contract documents; properly understand how to address and respond to requests for information; change order considerations; and properly track contract bid items related to price and quantity to assist the CA with contractor issued payment requests. The CFR shall work in tandem with the CA to assist in the construction administration activities with clients and contractors by providing construction observation. The Construction Field Representative must have the ability to assist the construction contract administration team to ensure the contract is properly adhered to in the field and to oversee that the construction project is carried to completion and within substantial compliance to the contract documents.

Candidates should be able to accurately read and comprehend construction plans; keep accurate and complete records documenting daily construction activities; have strong time management and organizational skills; able to observe significant, multiple, and simultaneous construction projects; strong mathematical aptitude and able to verify and check contract quantities / costs as related to contractor pay applications; able to scale and measure distances accurately; attention to detail; work well under pressure; and have excellent oral and written communication skills.

## **Physical Demands**

- Frequently stand up to eight hours or more at a time
- Required to sit, climb or balance, stoop, kneel, crouch, or crawl
- Drive multiple hours at a time
- Walk in rugged terrain
- Reach with hand and arms
- Use hands to finger, handle, or feel objects, tools, or controls
- Work in a loud environment, i.e. on a construction site
- Work in adverse weather conditions
- Frequently lift and/or move 35 pounds
- Occasionally lift and/or move up to 75 pounds

## **Minimum Education and Licenses**

- High school/GED diploma and 8 years of experience in the construction industry or an Associate's degree or equivalent from two-year college or technical school and 5 years related experience
- Valid North Carolina driver's license

## **How to Apply**

To apply, please email a cover letter and resume with references in one document to [recruiting@mcgillengineers.com](mailto:recruiting@mcgillengineers.com). Please list "Construction Field Representative - Asheville" in the subject line of your email.