Stacy and Witbeck is one of the country’s largest heavy civil contractors and a top builder of light rail, commuter rail, and streetcar systems. We are recognized throughout the construction industry for our ability to manage complex projects while creating a cooperative relationship with owners, stakeholders, subcontractors, and the communities in which we work. Stacy and Witbeck is interested in talented candidates with backgrounds related to construction management or engineering. We also seek individuals in related construction fields like safety, quality control, and contract management and top professionals in a wide range of career areas.

**JOB SUMMARY**
Support daily field operations, working directly with construction crews and subcontractors, ensuring that projects are completed on time and on budget.

**ESSENTIAL FUNCTIONS AND DUTIES**
- Participates in the project through all phases of the project cycle, including: construction reporting, billing, take-offs, quantities, submittals, ordering, customer documents, project timecards, invoice processing, final documents submittals
- Establish baseline schedule reporting based on job estimates
- Request submittals and shop drawings as required
- Collect and enter daily quantities
- Document any delays and/or changes to scope of work
- Process change orders as needed
- Support and maintain as-built drawings
- Coordinates with the project superintendents regarding daily schedules including people, equipment, materials, subcontractors, suppliers, etc.
- Supports scheduling, planning, and budgeting functions
- Acts as a liaison between project management and field employees on schedules, changes in scope of work, and conflict resolutions
- Provides for sound and timely managerial decisions and control
- Understands and follows MBE/WBE/DBE requirements
- Effective verbal and written communication skills
- Assures compliance with Company safety policies and OSHA safety standards
- Multi-tasks and stay focused on the big picture while addressing daily issues
- Coordinates and supports timely completion of traffic control plans, equipment mobilization, safety plans, purchase ordering, job costing, and other duties as required.
- Help coordinate project sub-contractors for timely completion and quality.
QUALIFICATIONS

EDUCATION & EXPERIENCE:  BS Degree in Civil Engineering or Construction Management or a minimum of 4 years similar construction engineering experience

KNOWLEDGE, SKILLS & ABILITIES:
- Strong analytical and problem-solving skills
- Good organization and communication skills
- Ability to coordinate with field superintendents and craft personnel
- Work with a diverse group of individuals and organizations representing public agencies, private utilities, subcontractors and suppliers
- Proficient in Microsoft Office

Email resumes to: careers@stacywitbeck.com

EEO/AA Employer – Minorities, Women, Disabled and Veterans