



OPEN POSITION: Resident Project Representative

JOB CODE: CON-RPR-01-04-20

OFFICE LOCATION: Field Based, Location TBD

POSITION SUMMARY:

Pare Corporation has the position of Resident Project Representative available for a qualified individual with field observation experience and a passion for infrastructure construction projects. This role serves as the liaison between Pare's Project Team and field personnel, including but not limited to clients, residents, business owners & residents adjacent to site, construction staff, contractors, project owner, and owner representatives. The individual must have strong communication and technical skills to make clarifications and decisions in the field while work is being completed.

DUTIES AND CORE RESPONSIBILITIES:

- Act as a liaison between Pare's Project Manager and field personnel to coordinate field issues.
- Verify that material and equipment certificates, operation and maintenance manuals, and other data required by the specifications have been provided.
- Provide on-site monitoring and reporting of labor, materials, equipment, construction operations and extra work activities during construction, as well as other project-related site activity.
- Prepare field reports of operations, measurements and calculations, quantity tabulations, and/or other project-related material in accordance with specific scope of work for review and approval by project management.
- Recommend proposed change orders, work change directives, and field orders to the Project Manager.
- Review applications for payment and forward recommendations to the Project Manager.
- Review project schedules and consult with the Project Manager regarding acceptability.
- Share observations with project management personnel to reach decisions to issue necessary clarifications and decisions in the field.
- Attend project progress meetings.
- Participate in substantial and final completion inspection reviews.
- Interface with clients, residents and businesses affected by the construction.
- Seek guidance on design intent issues as needed.
- Other related activities as needed.

EDUCATION, EXPERIENCE, AND COMPETENCIES:

- Associates or Bachelor's degree in civil engineering, Civil Engineering Technology, and/or Construction Engineering.
- Relevant construction experience will be considered in lieu of academics.
- Prior experience monitoring municipal infrastructure construction work on sanitary and storm sewer projects, waterlines, pump stations, roadway improvements, and related work for compliance with the contract plans and specifications is required.
- Ability to read construction plans and specifications.
- Possess good oral and written communication skills.
- Basic technical skills (i.e. Microsoft Word & Excel, basic computer, smartphone and messaging apps)
- NICET certification a plus but not required.

Pare Corporation offers a solid compensation and benefits plan including:

- Competitive Salaries
- Paid Holidays and Vacations
- Health, Dental, Vision, Life, and Long-Term Disability Insurance
- 401(k) Retirement Plan with Competitive Company Match
- Tuition Reimbursement
- Professional Registrations, Licensing Fees and Memberships

Pare Corporation is an equal opportunity employer and maintains a policy of affirmative action for minorities and women, individuals with disabilities, and protected veterans.

Apply for this position by uploading your cover letter & resume, referencing the job code, at <http://www.parecorp.com/Careers> or mail to: Pare Corporation, 8 Blackstone Valley Place, Lincoln, RI 02865 Attn: Human Resources