



Project Representative Ruston, Louisiana

Meyer, Meyer, LaCroix & Hixson Inc. is seeking a Project Representative in our Ruston, Louisiana office. Our inspectors primarily travel to various work sites to gather data, communicate with the contractor in a professional manner, capture photos, and report project progress to the engineer. Projects are generally related to public and private utilities, transportation, and site development. As an established company with over 50 years of success, we are continuously growing and expanding and are seeking an individual to help us continue to do so.

Responsibilities

- Conducts on-site observation of construction work for contract document conformance.
- Communicates clarifications and interpretations of the contract documents to the Contractor.
- Serves as the Engineer's liaison with the Contractor and the Owner.
- Maintains daily reports of the Contractor's workforce and daily activities, weather and site conditions, changed conditions and other non-routine matters occurring at the jobsite, general evaluation of the work performed each day and specific observations of testing.
- Performs a preliminary review of payment applications and makes recommendations to the Engineer.

Knowledge, Skills, & Abilities

- Must have the ability to be firm and tactful in dealings with contractors.
- Must be able to perform routine mathematical calculations and be proficient in reading and interpreting construction plans and specifications.
- Must be able to perform all duties in a timely manner and meet any deadlines.

Education and Experience Requirements

- At least one year of project construction experience is desired.
- Must have a valid driver's license and a good driving record.
- Other combinations of applicable education, training, and experience which provide the qualifications necessary to perform effectively in this position may be considered.

The successful candidate will have strong problem-solving skills with a superior work ethic and the desire to advance. This individual will be a self-starter with the ability to work and travel independently or with team members as needed.

Interested candidates should submit a resume and cover letter to Meyer, Meyer, LaCroix & Hixson Inc., Attention: Human Resources, 100 Engineer Place, Alexandria, LA 71303, or 2313 Commons Court, Suite 2, Ruston, LA 71270. Applicants may also submit by e-mail to mmlh@mmlh.com. For more information about MML&H, please visit our website at www.mmlh.com.

Meyer, Meyer, LaCroix and Hixson is an Equal Opportunity Employer.