

Construction Observation Administrator

HFC is seeking an onsite construction observation administrator to support its engineering teams. The ideal candidate will possess two (2) or more years of experience in the construction field. It is preferred that this individual have an associate's degree in civil engineering technology but not mandatory. A working knowledge of the Iowa SUDAS specifications would be beneficial as well. Have Iowa DOT course certifications or the ability to obtain said certifications. The candidate must have knowledge in Microsoft Office Word and Excel. A valid Iowa driver's license is required.

This position requires an individual who possesses strong communication skills, who is highly self-motivated and works well in a team environment. This individual must also excel at multitasking and be able to meet deadlines.

This position will be responsible for onsite management of all types of engineering projects to ensure construction project adheres to plans and specifications. These duties include observing, interpreting construction plans, testing, maintaining detailed notes of all aspect of the project, and communicating directly with construction and engineering personnel. Duties may also include review of shop drawings, preparation of as-construction drawings, preparation of close-out documentation and preparation of audit materials.