Civil Engineer / Project Engineer

Location: Albuquerque, New Mexico

Department: Engineering & Geology

Office: Albuquerque, New Mexico, United States

Employment: Full-time

Incorporated in 1997, GeoTek is a full-service consulting engineering firm specializing in geotechnical engineering, construction materials testing, special inspections, and environmental consulting. We are founded on the principle of providing strong business partnerships with our clients by demonstrating a committed passion for those who demand technical advice and responsive customer service that adds value to their projects.

Our mission is to build and maintain strong business partnerships by demonstrating a committed passion for the principles of high-quality customer service and professional consultation that results in optimum value to our clients. We provide our employees with just compensation and a challenging, stable work environment that embodies ongoing opportunities for them to further their individual goals. We also aim to furnish a good return for our shareholders by consistently achieving our financial objectives.

GeoTek offers a variety of jobs to build on your professional career, with multiple offices located in Nevada, California, Idaho, and New Mexico. Our branch offices serve more than just the state they are located in, providing services across a wide region.

GeoTek is currently looking for a Civil Engineer/Project Manager to join our Albuquerque, NM office.

Summary:

The Project Manager is a professional, fully competent in services provided by the company. The engineer in charge is responsible for the technical, operational, management, and administrative activities of the projects they manage.

Certification/License: Professional Engineer (PE) or Professional Geologist (PG)

Education/Experience/Knowledge Skills and Abilities (KSA’s)

Bachelor of Science or higher in Civil engineering with your Professional Engineering registration or Bachelors in Geology with your PG. Must have sound and diversified experience with the fundamental engineering or scientific principles specific to the types of services provided by the company. Must be capable of making independent decisions on project problems and methods.

Essential Job Functions:

- Compliance with the quality system requirements.
- Activities directly related to providing services, marketing and direct marketing program for the company.
- Responsible for technical conduct of the projects.
- Directly or indirectly supervises all personnel assigned to the projects.

- Compliance with the quality system requirements for review and approval of all reports.
- Responsible for the quality and content of all project reports.
- Writes or assists in the writing of complex reports.
- Approves proposals and project work scopes and budgets.
- Assures all work has a corresponding signed contract and obtains or assists in obtaining signed contracts.
- Maintains client relationships.
- Monitors all invoicing for projects.
- Monitors and assists with communication of work scope changes with clients, preparation of contract change orders, obtaining work scope changes and approvals from clients with written authorizations.
- Responsible to assure compliance with the requirements of the GeoTek Quality System.
- Other Essential Job Functions as assigned by supervisor.

Physical Activities and Requirements:

Performing General Physical Activities talking, hearing, Perform physical activity that requires moving one's whole body such as standing, walking, repetitive hand and arm motion, and fine finger manipulation in the use of a computer. Must have the physical ability to perform technician duties in either training or production mode. Ability to drive a motor vehicle

GeoTek is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law.

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GeoTek is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, creed, sex, pregnancy, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, marital status, citizenship status, military or protected veteran status, or any other characteristic protected by federal, state, or local law.