JOB DESCRIPTION: CONSTRUCTION OBSERVER/HEAD MATERIAL TESTING TECHNICIAN

Company: Eley-Barkley, PA
306 Third Street
Post Office Box 1196
Cleveland, MS 38732
662-846-0180

Company Description: Eley-Barkley, PA is a multi-disciplined Architecture, Engineering and Surveying Firm, located in Cleveland, Mississippi. Eley-Barkley, PA serves County, Municipal, State, Federal, local and private clients throughout North Mississippi and beyond.

Job Location: Cleveland, MS office

Hours Per Week: 40 (minimum, normal work week, M-TH 7 AM - 5 PM, FR 7AM-11AM, may require some work after normal business hours (at night and weekends) for meetings with clients, training or professional seminars, etc.

Education: College Degree in relative Field or adequate experience

Experience: 0-15 years

Licensure: Concrete/Soils Certified Preferred but not required.

Benefits: Major Medical Insurance(100% paid in full), Life Insurance, Long Term Disability Insurance, Simple IRA Retirement Plan, Vacation and Holidays, and Sick Leave

Job Description: The job will require performing multiple roles including managing construction related activities and the material testing lab. Please see the breakdown below.

Construction Observer (Civil Technician)
Performs and works directly with project engineers, project architects, and project managers as it relates to the management of construction projects. Tasks include routinely inspecting job sites, coordinating with multiple contractors, calculating/checking quantities, generating diaries on the day to day work performed for up to 10 projects, coordinating when construction stakeout/material test need to be performed, checking contractor pay request, coordinating construction related activities with the project engineer, inspecting architectural projects when required, generating As-Built plans using AutoCAD, Assisting project engineers with preliminary cost estimates, project maps, and grant applications. Responsibilities include all close-out documentation items per the owner’s requirements and coordinating Record Drawings with the Contractor associated with the final construction.
Head Material Testing Technician
Perform all “Material Testing” laboratory & field tests and generate all respective testing reports for civil engineering and architectural projects. Material testing will be performed on not only our in house engineering/architectural projects but also will include third party testing for various other engineering and construction companies. Task include gathering samples for job sites, performing various soils test including protors, atterburg limits, grain size analysis, etc. all per ASTM and AASHTO requirements, Concrete testing including making cylinders, slump test, air content, unit weight, etc. Responsibilities include ensuring all test are accurate and ensuring contractor’s work meets the requirements of the engineering plans and specifications. Other task will include performing Civil Engineering drafting duties and assisting with the survey crew when directed.

Personal/Social Skills: Applicant must possess good oral and written communication skills. Applicant must have the ability to speak in public, address boards and other groups about projects and other matters relative to the companies work. Ability to behave and dress appropriately in business meetings, public meetings and other business settings. Applicant should be self-motivated and be a self-starter. Applicant should have the ability to be assertive with contractors at times. Applicant must hold a valid Mississippi Driver’s License and must have personal transportation available to get to and from work.

Computer Skills: Ability to operate or learn AutoCAD CIVIL 3D, regular AutoCAD, and possibly other civil engineering software, Microsoft Office software (Word, Excel, PowerPoint, etc.), Bill Quick and other software typical of engineering offices.

Work Setting: Requires working indoors and outdoors. Requires visiting job site for inspection of construction activities and the ability to maneuver around construction sites. May require working in extreme temperatures at times (over 90 degrees and below 32 degrees). May require lifting as much as 50 pounds. Requires sitting, use of computers, telephone, use of electronic mail, writing letters and memos, face-to-face discussions with individuals or teams, contact with others (face-to-face, by telephone, or otherwise), competition or awareness of competitive pressures, ability to make decisions without supervision, requires making decisions that could potentially affect the financial resources of the Company and/or the image and reputation of the organization, mistakes may not be easily correctable and may have serious consequences, often requires being exact or highly accurate, often requires being exact or highly accurate, often requires meeting strict deadlines, often requires working with the public and with others in a group or team, often requires coordinating or leading others in accomplishing work activities, responsibility for work outcomes and results, often requires being on jobsite as early as 5:00 am or as late as 9:00 pm.

Required Tasks: Visit job sites to inspect project and monitor progress to ensure conformance with plans and specifications and contract documents. Estimate quantities and
Analyze and use survey data, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects. Utilize AutoCAD CIVIL 3D software and other computer software to prepare As-Built Plans, Assist with construction plans, contract documents and technical specifications, cost estimates and schedules for civil engineering projects.

Application: Please call to discuss and formally apply in writing via email with Resume to

Mrs. Leslie Thompson, Office Manager
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