

Water Resources Assistant Project Manager

At Mid City Corporation, we are constantly striving to provide exceptional customer service while tackling the most challenging of problems for our clients. As a Water Resources Assistant Project Manager, you will work with the Water Resources Director on municipal and industrial water wells, water treatment, wastewater treatment, and pump station projects. We are looking for a driven, client-focused assistant project manager to grow with our team. The selected candidate will have significant growth potential, with this position preparing the candidate for a position as a project manager.

Tasks

- Review RFIs, submittals, and shop drawings
- Create and update project and crew schedules
- Review estimates and proposals
- Preparation of design drawings and design calculations, as necessary
- Perform quantity take-offs
- Material procurement
- Maintain constant communication with Project Managers to ensure successful execution of projects
- Up to 25% percent jobsite/field work

Qualifications

- Bachelors Degree in civil engineering, environmental engineering, or construction management or equivalent industry experience
- Interest in working on small and large construction projects
- Excellent verbal and written communication skills
- Ability to read and interpret plans and specifications
- Ability to multi-task and regularly change focus to address most urgent needs
- Proficiency in Microsoft Office Suite

Desired Skills

- Experience working in the construction industry
- Proficient in AutoCAD

Mid City is an equal opportunity employer and will consider all applications without regards to race, sex, age, color, religion, national origin, veteran status, disability, sexual orientation, gender, or any other class protected by law.