



Resident Project Representative

At Davis, Bowen & Friedel, Inc. (DBF), our resident project representatives (RPR), also known as construction inspectors, play a critical role in the success of our projects. In coordination with the project manager, they are responsible for all construction-related functions, and for ensuring that projects are constructed per the contract documents and construction plans. As on-site personnel, they monitor construction operations and document and report daily activities.

In this role, we are looking for an individual who is eager to improve our built environment. They should be well-versed in reading and understanding construction plans. Knowledge of contract administration development is preferred, but not required. Organizational skills and the ability to effectively serve as a liaison between clients, contractor and project managers are a must. The selected candidate will be responsible for civil/site work with a focus on utilities.

DBF's portfolio includes projects of a wide variety, so if you are looking to expand your repertoire and improve your abilities, this position is the perfect fit for you. We also offer several opportunities for promotion if you meet our needs.

Responsibilities

- Maintain daily field reports, quantity book, and logbook if applicable, supplemented by photographs
- Review and interpret plans, blueprints, site layouts, specifications, and construction methods to ensure compliance to contract and legal requirements.
- Inspect and monitor construction activity to ensure adherence to project drawings and specifications. Review the contract requirements ahead of the work to anticipate schedules and issues.
- Measure dimensions and verify alignment, and elevation of structures and utilities to ensure compliance to plans and specification and maintain a legible sketch book.
- Verify that materials used in the work comply with shop drawings.
- Keep supervisor informed of construction activity daily and seek input from design team for discrepancies.
- Maintain as-built drawings daily or weekly as the project assignment progresses.
- Maintain a sketch book of underground fitting installations with dimension offsets.
- Completion of Construction Compliance Reports (CCR) for site in Delaware for compliance with approved stormwater and erosion and sediment control plans.
- Water and wastewater operations experience is a preferred but not required.



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Education

- Applicant shall possess a high school diploma or GED.
- Preferred applicant shall possess a bachelor's degree in a related field.

Certifications & Licenses

- Preferred applicant shall possess Certified Construction Reviewer (CCR) credentials from the Delaware Natural Resources and Environmental Control Sediment and Stormwater Program (DNREC) for federal and state projects in Delaware.

