**Field Representative**

**Thomas & Hutton** is a growing, well-established civil engineering firm providing consulting services throughout the southeast. We are an award-winning company that has been recognized as one of the best places to work in Georgia and South Carolina. Some of our many services include Civil, Environmental, Structural and Marine Engineering; Land Surveying; Land Planning; Landscape Architecture; Geographic Information Systems and Construction Administration.

We have an opening for a**Field Representative** to join our **Smyrna, TN** office.

**Typical Duties:**

* Performs routine **construction observation** services for municipal infrastructure projects involving roadway construction, linear utilities (water/sewer/storm), water and wastewater infrastructure (treatment plants, water tanks, water booster stations, sewer lift stations), recreational park facilities with periodic supervision.
* Serves as a liaison between supervisor or Project Manager and contractor.
* Assist Project Managers in effectively administering construction contracts.
* Seek appropriate guidance in resolving various project related issues.
* Prepares project daily inspection reports, maintains quantities totals, and related correspondence as appropriate.
* Works closely with other disciplines on multi-discipline projects.
* Manages time effectively in order to meet project deadlines and client needs.
* Visits project sites during construction activities to review conditions as appropriate.
* Attends and participates in meetings on behalf of the company with clients, contractors or resource agencies as appropriate.
* Attends and participates in job progress meetings conducted by the Project Manager.
* Able to review and understand construction plans and specifications and use such documents to verify the conformance of work performed by the contractor on the construction site.
* Has received some initial supervised experience working with clients.
* Other duties as necessary and/or assigned by supervisor.

**Education:**

* Construction Management Degree, or equivalent construction field experience.
* Currently holds or can obtain a Tennessee Department of Conservations Erosion Control Inspector Level 1 Certification
* Currently holds or can complete the OSHA 10-hour Construction Safety and Health Training Course

**Experience:**

5+ years of construction observation/management experience preferred.

**Skills:**

* Familiar with erosion, sedimentation, and pollution control.
* Familiar with construction site safety.
* Familiar with utility construction materials and installation methods.
* Familiar with pavement construction.
* Familiar with concrete and steel construction.
* Thorough understanding of project plans and specifications.
* Strong communication, verbal and written skills.
* Ability to produce concise reporting.
* Ability to use Microsoft Word and Excel for recording daily reports and quantities.

**Please note, sponsorship is not available for this position.**

**Thomas & Hutton is a Drug-Free Workplace & E-Verify Participant.**

Thomas & Hutton’s Mission Statement, “Relationships and Solutions for Success” describes not only our unwavering commitment to clients, but also our commitment to the success, both professionally and personally, of our employees. **Thomas & Hutton was named to the Best Places to Work in South Carolina and Georgia by SCBIZ and Georgia Trend, and named One of the best Civil Engineering firms to work by Zweig White.**

What makes Thomas & Hutton a great place to work? Opportunities for professional development, strong benefits and compensation packages, a commitment to make our communities better for future generations, a family-oriented culture, and our reputation as a firm with extremely knowledgeable professionals who serve as trusted advisors to our clients. Visit [www.thomasandhutton.com](http://www.thomasandhutton.com/)to learn more.

**Some of our many benefits include:**

* Superior Health, Dental, Vision, and Rx Insurance Programs
* Condensed work schedule
* Generous base compensation and bonus plan
* Retirement Plans
* Generous paid time off and holidays
* Thomas & Hutton University - On-site provider of professional development hours and continuing education credits
* College tuition reimbursement programs (Graduate & Undergraduate)
* In-house Up and Ready Civil 3D Software Training Program



We are an equal opportunity employer.  
Qualified minorities, women, veterans and individuals with disabilities are encouraged to apply.  
  
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