



San Ildefonso Services, LLC Job Openings

- **CONSTRUCTION OBSERVATION SPECIALIST**
- **Full Time Position Available**
- **Salary: TBD (Based on Experience)**

SIS is looking for energetic and proactive individual to work in their construction division. Full-time positions are eligible for benefits.

Job entails the following duties

1. Review the progress schedule, schedule of Shop Drawing submittals and schedule of values prepared by Contractor and consultant with Engineer concerning acceptability.
2. Attend meetings with the Contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Provide timely reports on contractor's prosecution of the work in terms of construction planning, operations, and job progress.
4. Establish data for purpose of providing "as-built" plans, which provide a definitive representation of work performed by the Contractor.
5. Interpret the intent of the drawings and specifications with the assistance of the Engineer when necessary, to protect the Owner against defects and deficiencies in construction on the part of the Contractors. The RPR will not, however, guarantee the performance by any Contractor.
6. Verify the Contractor's applications for progress and final payments, to be submitted to the Engineer for review and approval, and when approved, to be submitted to the Owner for approval and payment.
7. Coordinate all construction activities with the Engineer, who as the Owner's representative, will ascertain that the Contractor is conforming with the design concept.
8. Owner shall transmit all changes, requests, and/or questions through the Engineer, who as the Owner's representative, will coordinate such requests with the RPR.
9. Maintain a daily log including, but not limited to, daily work performed, number of persons and equipment used in the performance of work, and all significant happenings during that day.
10. Cooperate and work closely with the Engineer and funding/regulatory agencies.
11. RPR will work under the general supervision of the Engineer.

Construction Observer Qualifications:

- MUST have a minimum experience of one year of the following construction disciplines and a high school diploma or equivalent: (Civil / Concrete / Structural / Piping / Welding / Mechanical / Electrical)
- MUST have experience working with computers and filling out PDF forms.
- MUST be able to read and understand engineering drawings.
- Ability to quickly make neat and readable sketches of construction progress is a plus.
- Experience with Microsoft Word and Excel is preferred.
- Must have excellent written and verbal communication skills and the ability to work well with a team
- Must pass drug test and background check

To apply please email your resume or request for an application to Michelle Vigil at mvigil@sanisvcs.com or telephone 505-288-3458 Ext. 11 for any additional information/questions.