We have two full time positions for construction management graduates

Job Description:
- Apply for and track department permitting requirements
- Scheduling and meeting with customers for the purpose of creating the necessary work orders required to install, relocate and abandon company facilities,
- Route customer work requests to proper departments within the company when necessary,
- Scheduling and coordinating work with company and or contract crews
- Monitor and schedule work with compliance related deadlines

Knowledge of:
- Construction design requirements for residential & light commercial service relocations and abandonments
- Office equipment including reproduction equipment, calculators and personal computer
- Company pipe installation procedures and inspection
- Company forms and documentation
- Applicable sections of Company Operations Manual
- Work management and office software and programs
- Drafting practices and skills and technical layout procedures

Job Responsibilities with ability to:
- Performed basic math calculations and cost estimation
- Prepare written descriptions, design sketches and drawings
- Use and knowledge of the filing systems for all graphic records, as-built drawings, and other related engineering information
- Use the Work Management System (WMS) in conjunction with routing project assignments
- Utilize MS Office programs to tack work and effectively communicate with internal and external customers
- Possess a valid driver’s license
- Complete all required paperwork in a timely manner
- Perform all duties in a safe manner
- Promote good public relations
- Work cooperatively with those contacted in the course of work
- Perform all work in accordance with applicable sections of the Company Operations Manual
- Perform other duties as assigned
**Special Requirements:**
- Must possess a Construction Management degree from an accredited institution
- Must be able to work outdoors, exposed to extremes in temperatures and conditions
- Must be able to wear and use all personal protective safety equipment as operating conditions dictate
- Must comply with Company rules of general conduct, Company policies and procedures.
- Must have a reliable form of transportation to perform Company tasks

**Salary:** $50,000/yr.

**Location:** Las Vegas, Nevada

Qualified candidates are encouraged to submit resumes in confidence! Please email your resume to zonelv@yahoo.com or fax it to 702-877-3007. No phone call please.