



# WE'RE HIRING: JOIN OUR TEAM! CONSTRUCTION MANAGER

Position will be based in our Hayward office and geotechnical testing laboratory.

## TO APPLY, CONTACT:

**Kim Deem-Coleman**

Controller

[careers@caleng.com](mailto:careers@caleng.com)

## WALNUT CREEK OFFICE

785 Ygnacio Valley Rd.  
Walnut Creek, CA 94596

## HAYWARD OFFICE/LAB

23785 Cabot Blvd.  
Suite 321  
Hayward, CA 94545

## SAN JOSE OFFICE

6455 Almaden Expwy.  
Suite 100  
San Jose, CA 95120

[www.caleng.com](http://www.caleng.com)

Cal Engineering & Geology is currently seeking an experienced **Construction Manager** to join the team in our Hayward, CA office. This position will report to the Principal Construction Manager to work in a specialized area of construction management called *Geotechnical* Construction Management, or *gCM* for short. Our *gCM* division focuses on public agency infrastructure projects with geotechnical-related design elements such as flood control districts, roadways and bridges, and slope repairs. Our *gCM* division also complements more traditional CM firms on larger public works projects with our geotechnical focus.

## REQUIRED DUTIES & RESPONSIBILITIES

- Assist the Public Agency in pre-qualifying bidders, advertising to solicit bids, coordinating delivery of the bid documents to the bidders, and reviewing submitted bids.
- Provide management support to the Public Agency to coordinate, direct, and monitor activities of contractors/subcontractors, engineers, architects, biologists, regulating agencies, and other professionals that may be working on projects.
- Coordinate and lead progress meetings, as well as take meeting minutes for the administration and tracking of relevant issues.
- Coordinate field, laboratory, and special inspection testing with the project's testing firm(s), and review test results for completeness and reasonableness.
- Produce routine project reporting in a high quality and timely manner (Daily Field Reports, Weekly and Monthly Progress Reports, Submittal and RFI Logs, and Change Order Logs).
- Set up and maintain Sharefile cloud-based reporting.
- Be a highly visible presence in the field during active construction and serve as the primary point of contact for all communications with the project team, contractors, and other stakeholders.
- Monitor, track, and certify all costs associated with changes in the work.
- Coordinate and consult with Public Agency staff, their consulting and design teams, and other stakeholders to develop, plan, coordinate, organize, and manage each project. Monitor and immediately advise the Public Agency on all developments on the project.
- Perform and maintain construction cost estimating, master budgets, constructability reviews, construction feasibility analyses, and other measures relating to cost and critical path milestones.
- Monitor and report on SWPPP requirements established by the Public Agency's consultant.
- Attend community meetings on behalf of the Public Agency.
- Prepare and implement methods to budget and track all expenditures on the project and generate reports to the Public Agency, as well as maintain the Public Agency's financial reporting systems.
- Ensure that DIR reporting requirements are followed.
- Prepare for, attend, and provide updates at Public Agency board meetings.
- Certify and track monthly progress payments.
- Prepare final closeout reports, including documentation of guarantees, warranties, and related provisions for final project delivery to Public Agencies.

## MINIMUM QUALIFICATIONS

- Bachelor's Degree in Engineering, Construction Management, or Architecture is required
- 5 years of experience in Construction Management
- Knowledge and application of project and construction estimating, cost, project controls/scheduling, documentation, engineering/construction principles, techniques, materials, applications, and practices
- Understanding of contracts, documents, drawings, and specifications to evaluate compliance
- Knowledge of project controls software such as Eadocs, Prolog, PMWeb or similar
- Safety Training
- Valid California drivers license
- Authorization to work in the United States

*Pragmatic Expertise™*

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# YOU CAN EXPECT GREAT BENEFITS AT CE&G

As a full-time employee, you will be eligible for Cal Engineering & Geology, Inc.'s benefit package, subject to the terms, conditions, and limitations of each benefit program.

Benefits include, but are not limited to:

- Paid holidays
- Generous paid time-off allowance
- Health insurance fully covered for you and your dependents
- General supplemental long-term disability insurance
- Continuing education and professional development allowance
- Profit sharing
- 401K
- Flexible working hours
- Commuter benefits

## CE&G SHOULD BE YOUR FUTURE COMPANY

Cal Engineering & Geology, Inc. (CE&G) has offices in Walnut Creek, San Jose and an office and geotechnical testing laboratory in Hayward, California. Since its founding in 1993, CE&G has provided pragmatic expertise to public agency and private industry clients throughout the Bay Area. CE&G provides a full-range of geotechnical consulting services with full design capabilities, including PS&E packages for public works agencies. The growing CE&G team includes registered geotechnical engineers, certified engineering geologists, and registered civil engineers. Join our team and experience all of the great CE&G benefits today!

CE&G is an equal opportunity employer. We provide equal employment opportunities to all qualified employees and applicants without regard to race, creed, religion, national origin, citizenship, color, sex, sexual orientation, age, disability, marital status or veteran status.

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