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Ft. Wayne, IN
Evansville, IN
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Project Manager, Air Analysis Services Division
Indianapolis, IN – Corporate Office

Wilcox Environmental Engineering is seeking a qualified candidate to serve as Project Manager at its Indianapolis location. This position involves the following activities and responsibilities, which are directed at managing and supporting Air Analysis Division projects:

Project and Financial Management:

- Cost/profit estimation and proposal preparation
- Schedule management
- Technical review and quality control, including work scopes, safety plans, schedules, etc.
- Overseeing the documentation of project activities via field notes, logbooks, calculations, change orders, memos, chain-of-custody forms, photographs, laboratory reports, maps, and receipts
- Data analysis and report preparation
- Overseeing the preparation of reports, drawings, etc., including arranging for internal quality-control reviews by appropriate staff
- Timely filing of project documentation
- Invoicing, including draft-invoice and backup review to make sure all charges are appropriate and billed, and ensuring that vendor invoices and expense reports are approved in a timely manner
- Maintaining client contact via site meetings, phone calls, and/or other correspondence
- Managing contracts with clients and subcontractors

This position requires expertise in US EPA test methods for air emission sources; strong written and oral communication; well-developed computer, organizational, and communication skills; attention to detail; and the ability to simultaneously work on multiple project tasks. A minimum of four (4) years of stack testing experience is required and a QSTI certification is preferred.

Benefits

Wilcox offers a comprehensive benefits package including Short and Long Term Disability coverage, Medical, Dental, Vision, and Life Insurance, and a 401(k) plan.

To Apply

Qualified candidates may send their resume to Human Resources at careers@wilcoxenv.com.