

Mills Engineering LLC

water & wastewater system design

Project Manager, Full-time or Part-time, 20-40 hours per week

Job Tasks: Design and manage storm water, water and wastewater projects. Oversee work by project engineer, staff engineer, intern, and technician, coordinate with clients and Principal Engineer. Calculate design fees, set and review project schedules, delegate project work, seal plans, reports, and specifications, and review work including design drawings, calculations, design reports, field studies, cost estimates. Visit job sites, review construction to confirm adherence to approved plans and specifications, certify construction of projects.

Flexible hours, potential to work from home, travel within the state, especially the greater Phoenix area. Training provided. Opportunity for advancement as company grows. Salary based on education and experience.

Requirements: Professional Civil or Sanitary Engineer registration in Arizona, Bachelor's or Master's degree in engineering, minimum ten years of work experience including design experience and project management. Knowledge of Word, Excel, ACAD required. Ideal candidate will have relevant project and management experience working for a consulting firm, working knowledge of the state Aquifer Protection rules and state and local storm water regulations, strong time management, people, writing, and communication skills, reliable car or truck, home internet connection, and cell phone, ability to focus, attention to details, and be self-motivated.

Benefits: Health insurance for full time employees; holidays and vacation; work related travel expenses reimbursed; retirement plan after qualification. Educational expenses may be reimbursed for passing relevant courses.

To apply: Download application found at www.septic-design.info/jobs. Print form then fill out in your handwriting. Scan the document and Email to info@millseng.com along with a one page cover letter, transcript, and resume. Resume shall not exceed 3 pages and be a minimum of 12 point with Times New Roman font. Email the documents to info@millseng.com by November 30, 2016. Email shall have subject title "Project Manager Application."