

Our team is looking to add a **Documentation Technician/Engineer** to our team to play a vital role in managing and maintaining the accuracy, organization, and compliance of all project-related documentation. In this role, you will review and process state construction records, including Inspector's Daily Reports (IDRs), Quantity Books, material certifications, and submittals, ensuring adherence to industry standards.

You will track project progress, prepare reports, monitor budgets, verify quantities for contractor payments, and assist with project close-out tasks like compiling as-built drawings and final records. Additionally, you'll support the project team by attending meetings, maintaining logs, drafting correspondence, and troubleshooting documentation-related issues. This role requires an individual with exceptional attention to detail, strong organizational skills, and a commitment to ensuring quality and compliance throughout the project.

Responsibilities

- Review and process all project documentation, including Inspector's Daily Reports (IDRs) and Quantity Books.
- Ensure proper documentation for material inspections and certifications.
- Maintain and manage accurate project logs, submittals, RFIs, and other construction documentation.
- Prepare and analyze weekly/monthly progress reports, including schedules and cost spreadsheets.
- Verify quantity calculations for accuracy and compliance with regulatory requirements.
- Verify material certifications and testing compliance before recommending contractor payments.
- Organize and maintain project records for accessibility and compliance.
- Prepare as-built drawings and compile close-out records.
- Monitor project budgets and expenditures, reporting any discrepancies to the team.
- Troubleshoot and resolve issues related to project documentation and processes.
- Assist in preparing meeting agendas, recording minutes, and documenting discussions.
- Draft correspondence and transmittals for the Project Manager and/or Resident Engineer.
- Attend and contribute to progress and quality control meetings.
- Ensure compliance with project requirements and standards.
- Provide administrative and technical support to the engineering team.

Preferred Qualifications

- Bachelor's Degree in Civil Engineering, or related field.
- Able to work as an individual contributor and within a team.
- Strong organizational and communication skills.
- Familiarity with construction documentation, including maintaining logs, submittals, RFIs, and preparing as-built drawings and close-out records.
- A positive work ethic and professionally-driven personality.
- A valid U.S. driver's license.

Salary Range

\$70,000 - \$120,000

About Thomas Engineering Group, LLC (TEG)

TEG, founded in 2008, provides reliable, sustainable, cost-effective solutions to the engineering needs of State, County, and Local Agency clients. Our clients count on TEG's trademark **service at the highest grade®** in all lines of business in the public sectors that we serve. Our professional engineering firm is focused on providing the following services:

- **Transportation Planning and Design**
- **Construction and Resident Engineering**
- **Municipal Engineering**
- **Stormwater Management**
- **Water Distribution**
- **Land Surveying**

From transportation, to water distribution, to storm water management, TEG utilizes our strong group of highly motivated engineers and technicians to take on challenging projects and deliver award winning results. Our approach to projects is to develop specific strategies and teaming arrangements to best fulfill our clients' needs for each project engagement while providing our trademark level of outstanding client service, responsiveness, and commitment. Our professional and practical approach to planning, design, and construction engineering ensures project success, client satisfaction, and stakeholder support.

TEG is an Equal Opportunity/Affirmative Action employer. TEG fully supports and maintains compliance with all state, federal, and local regulations. TEG does not discriminate against associates or applicants because of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, protected Veteran status, genetic information, or any other category protected by federal, state, and local laws.

