



SAFELY Building America's Infrastructure Since 1972

Robert W. Pereira founded The Middlesex Corporation (TMC) in 1972. Through his vision, drive and commitment to Safety, Quality and Excellence, the organization, now encompassing various companies throughout the United States is a leader in the heavy civil construction and paving industries. In 2016, The Middlesex Corporation was ranked by ENR as the 243rd largest contractor in the country out of more than 35,000 construction companies. The Middlesex Corporation is headquartered in Littleton, Massachusetts with regional offices in West Haven, Connecticut and Orlando, Florida.

The sustained success is a result of the Leadership and Team Members living the core values of **Safety** first in everything we do, **Quality** in all we offer, **Integrity** in the way we act and do business, **Professionalism** in how we represent ourselves and the company, **Strong Work Ethic** that produces positive results, and **Commitment** to the Success of all Team Members and Stakeholders.

Our Goal is to sustain our exemplary Safety record while growing into a diversified “Top 100 ENR Company” and being recognized as “One of the Best Places to Work.”

Office Engineer co-op

Position Summary

The Office Engineer is responsible for daily construction, coordination and administration activities that may include submittal and logging of shop drawings, coding labor and equipment, and entering work quantities.

Department: Construction
Reports To: Project Manager/Project Engineer
Status: Full-Time, Hourly

Responsibilities:

- Assist the Project Manager, Project Engineer, and Superintendent as required
- Receive, log, and file project correspondence and shop drawings
- Accumulate daily project quantities of work and record in project control document
- Assist with material deliveries, assist or take the lead in coding materials, labor and equipment
- Interface with vendors and subcontractors in regards to scheduling activities, billing, and back charges
- Compile routine correspondence as requested by the Project Manager
- Review and code delivery slips and purchase orders as needed
- Assist Project Manager/Project Engineer with all aspects of Cost Management for the project

Qualifications:

- Ongoing career towards B.S. in Civil Engineering or construction related field
- Excellent verbal and written communications skills
- Strong computer skills including MS Office
- Self motivated and able to accomplish assigned tasks with minimal supervision

Necessary Attributes:

- Must possess the ability to adapt to different personalities and management styles
- Dedicated and hard working
- Above average organizational skills

Please see HR for information on the physical demands and work environment of this job.

The Middlesex Corporation is an “Equal Opportunity Employer—Minorities, Females, Veterans and Disabled Persons”

6/16/16