



Example of Water / Wastewater Job Description

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Our innovative and growing company is looking for a water / wastewater. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for water / wastewater

- Preparing the bidders list with input from ID PM and Procurement Manager, soliciting pre-qualification information from suggested bidders, analyzing the same and presenting final recommendations
- In concert with the ID PM, Estimating Manager and Procurement Manager, evaluating and determining MBE/WBE requirements for each proposal and ensuring good faith effort is made as / when appropriate
- Assisting the ID PM in drafting construction subcontract and purchase order procurement documents
- Coordinating technical reviews of quotes with design teams
- Preparing requests for proposals and coordinating the issuance of any addenda
- Responding to requests for information and any other issues with the bidders, designers and ID PM
- Tracking progress of bidders to ensure bid date is met
- Receiving proposals and preparing commercial evaluation
- Taking minutes of all technical and commercial responses and agreements and incorporating them into final subcontract document
- Inclusion of necessary prime contract requirements in all subcontracts

Qualifications for water / wastewater

- Familiarization with design software (i.e., AutoCAD, Microstation,) is preferred

- Design of flood alleviation schemes
- Working within multi-disciplinary design teams in Water, Energy, Buildings and Infrastructure sectors
- Preparation of designs, studies, specifications and reports