

## **Job Description**

Building Services Consultant

Building Enclosure Services (BES) Group

Edwardsville, IL

G&W Engineering is currently seeking a Building Services Consultant to join our Building Enclosure Services group in Edwardsville, IL. This is a great opportunity to get involved in interesting and challenging projects for clients in various industries.

## **Responsibilities**

- Perform site observations, inspections, evaluations, and testing.
- Prepare and present site reports and condition assessments for clients.
- Build relationships and coordinate timelines, testing, and scheduling between client and other project personnel.
- Develop project proposals, proposal scopes of work, and budgets.
- Assume full responsibility for the successful execution of each assigned project for schedule compliance and quality of deliverables.
- Ensure invoices are processed timely and accurately. Act as a liaison between the client and the accounting department on outstanding invoices.
- Develop new business opportunities as a by-product of relationship with clients. Participate in business development meetings as necessary.
- Primary client contact for assigned projects and manage multiple clients simultaneously.
- Performs field walk throughs and data collection. Position necessitates field activities, some climbing, and occasional travel.
- Other duties as assigned.

## **Job Requirements**

- Bachelor's degree in Construction Management or other related technical training
- Knowledge of basic engineering and construction principles and methods
- Knowledge and understanding of building construction
- Excellent organizational and time management skills
- Good Communication Skills (Active Listening, Verbal, and Written)
- Attention to Detail
- Critical Thinking
- Proficient in Microsoft Office Suite
- Ability to climb a ladder
- Ability to lift minimum of 50 lbs.
- Travel up to 3 days per week
- Strong desire to learn

### **Preferred Qualifications**

- Strong communication and inter-personal skills are required to provide effective intra and inter-discipline coordination on projects, as well as effective communication with clients.
- Must be organized, self-directed, able to prioritize and multi-task, work in a team environment and take direction from others.
- Willingness to travel and work in office and field environments.
- AutoCAD
- Aerial Lift Certification
- OSHA 30 Certified
- FAA Part 107 Certification
- Professional Certifications Preferred (i.e., RRO, REWO, etc.)

### **Physical Demands**

Employee will be required to communicate in person, via telephone, email, video chat and software systems. Position may include visits to construction sites and industrial facilities requiring mobility (on ground and at heights) and the use of personal protective equipment (PPE) including but not limited to hardhat, safety glasses, ear plugs, masks/respirators, safety vests, gloves, and work boots.