



## Resident Project Manager Job Description

### Company:

Bron Ltd. (BRON) is an innovative and progressive multinational interdisciplinary development consulting group of technical and business professionals. The BRON Business Center for innovation is based in Nassau, The Bahamas, with additional offices in Florida, Turks & Caicos Islands, and St. Kitts.

### Job Summary:

The Resident Project Manager provides comprehensive engineering project administration, supervision and quality control on a specific project in The Bahamas. The Resident Project Manager (RPM) inspects all construction related activities, manages, and maintains field notes and the flow of technical information and prepares reports for inspections, meetings and reviews. The RPM oversees all engineering personnel and works closely with the client to address queries and provides technical advice on best practices.

### Job Duties:

- Manage and plan project timelines, budgets and staffing
- Create and interpret digital blueprints and structure plans
- Inspect construction project sites for safety and efficiency
- Calculate project costs and create budgets for construction
- Design project proposals and record incidents or errors
- Provide guidance to the construction and materials staff
- Collaborate with construction and design professionals
- Study environmental effects of projects and installations
- Ensure compliance to specifications and construction schedule
- Evaluate all improvement operations and make recommendations on resources required
- Manage meetings with the client, utility providers, approval agencies, public and others as needed
- Understand survey drawings and use them to prepare design documents
- Prepare Paving, Grading, Drainage, Signs and Markings designs in accordance with local guidelines and international best practices
- Be proficient in the use of AutoCAD and AutoCAD Civil 3 D
- Able to work on a flexible schedule and weekends
- Live on a Family Island and travel for time to time to other islands to provide support to other team members
- Other duties as assigned.

### Minimum Qualifications:

- Possess an undergraduate degree in civil engineering
- Minimum of 5 years experience in civil engineering design and field inspections/administration

### Salary:

Commensurate with experience.