



Project Manager, Air Analysis Services Division
Speedway, IN – Corporate Office

Wilcox Environmental Engineering is seeking a qualified candidate to serve as Project Manager at its Indianapolis location. Qualified candidates will have a minimum of three (3) years of stack testing experience with a diverse portfolio of projects, and expertise in USEPA test methods for air emissions sources. Preferred candidates will have/are willing to obtain a QSTI certification.

This position involves the following activities and responsibilities, which are directed at managing and supporting Air Analysis projects:

- Preparing technically sound project proposals and test protocols
- Schedule management
- Technical and quality review, including work scopes, safety plans, reports, etc.
- Overseeing the documentation of project activities
- Data analysis and report preparation
- Overseeing the preparation of instruments of service
- Timely filing of project documentation
- Efficiently and responsibly using company resources
- Prompt invoicing
- Maintaining client contact via site meetings, phone calls, and/or other correspondence
- Managing contracts with clients and subcontractors
- Mentoring and training of field technicians

This position requires well-developed skills in technical writing, organization, client and staff interaction; data staff management; mechanical aptitude; willingness to learn; problem solving; attention to detail; the ability to simultaneously manage multiple project tasks; and strong communication, administrative, and computer skills. Overnight traveling for projects may be required.

Benefits

Wilcox offers a comprehensive benefits package including Short and Long Term Disability coverage, Medical, Dental, Vision, and Life Insurance, and a 401(k) plan.

To Apply

Qualified candidates may send their resume to Human Resources at careers@wilcoxenv.com.