



# TECHNICAL SERVICES MANAGER

Charter is a dynamic group of Boston-based companies partnering with communities and developers to unlock economic value and address environmental issues, providing exceptional community benefits throughout New England. Their expertise in real estate development, environmental remediation, and waste management positions them as the preferred partner for resolving complex environmental challenges.



**MB** PROFESSIONAL  
SERVICES

# Preconstruction Responsibilities

This role will be the lead Technical Resource for the following preconstruction deliverables:

- Reviewing the RFP for technical compliance
- Responsible for both proposal and contract cross check reviews
- Review the Plans & Specifications
- Participation in Estimating Calibrations
- Draft the Work Approach (Proposal Technical Writing)
- Draft the Assumptions & Clarifications
- Develop the construction schedule
- Respond to post bid questions as required
- Participate in the post bid interview presentation preparation

# Construction Operations Responsibilities

This role will assist Charter's project teams, post job "hand-off" from Preconstruction, with the following services:

- Early project management assistance with key technical submittals
- Assist the Project Managers with their subcontractor buyout process as needed
- (Preferred) AutoCAD Civil 3D software
- (Preferred) Some experience with Drone/survey work

# Qualifications

- 7+ years of experience with environmental remediation project engineering and/or management
- Bachelor's degree, required and Professional Engineering credentials, preferred.
- Strong technical writing skills
- Expertise in Microsoft 365 and MS Office applications
- Experience with HCSS HeavyBid is a plus
- Must be detail-oriented and possess strong organizational skills
- Excellent professional demeanor with the ability to work with people at all levels throughout the organization
- Self-starter who is ambitious, has a high desire to succeed, & can work well with limited direction
- Strong sense of integrity and ethics
- (Preferred) FAR regulation experience



# Benefits

- Medical, Dental, Vision Insurance
- Short and Long-Term Disability Insurance
- Life and AD&D Insurance
- 401(k) with match
- PTO with rollover for unused days
- FSA and DCA Accounts