

Nicholas C. Green
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July 1, 2016

Creighton Manning Engineering, LLP
2 Winners Circle
Albany, NY 12205

Subject: Application for Water/Wastewater Engineer
Reference: Creighton Manning Website

Dear Hiring Manager:

I am writing this letter in reference to your website job listing for a Water/Wastewater Engineer. I am currently working as a Project Engineer for Lamont Engineers, a small engineering firm that caters to smaller municipalities in providing engineering services. I am interested in furthering my professional development while making use of my engineering experience in the design and construction of municipal infrastructure including water/wastewater utilities and municipal buildings. I am also very interested in sustainability in construction projects that benefits both the client and the environment.

I had previously interviewed at Creighton Manning with Jeff Pangburn last fall. I am still very interested in moving on with the right company and did come away from that interview experience with a very positive feeling from Creighton Manning and your corporate culture.

I would appreciate the opportunity to interview again with you to discuss this Civil Engineer position and how my experience and work knowledge would fit very well into this. If you have any questions, please feel free to call me at your convenience. My contact number during working hours is 518-320-2612. Thanks for your time and consideration in reading this cover letter and my résumé.

Sincerely,



Nicholas C. Green, P.E., LEED AP BD+C

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Summary

- Licensed Professional Engineer with 15 years of experience in all facets of large-scale public projects including water, wastewater and assorted building projects.
- Manage project development at all phases of projects including preliminary project scoping, engineer's reports, preliminary design, Opinion of Costs for budgeting purposes, final design, permitting and regulatory approval applications, bidding services, administering contracts, construction administration and construction observation.
- Successfully lead and coordinate teams of designers, architects and engineers from diverse backgrounds and disciplines.
- Promote sustainable design and spearhead the move towards modifying contract specifications to incorporate LEED concepts.
- Extensive experience in client-facing roles for business development and consulting services; committed to maintaining client satisfaction throughout all project phases.

Experience

Project Engineer – Lamont Engineers, Cobleskill, New York	June 2013 – Present
Project Manager – Lamont Engineers	May 2009 – June 2013
Assistant Project Engineer – Lamont Engineers	April 2001 – May 2009
Assistant Project Engineer – Bray Engineering, Bovina Center, New York	August 1999 – March 2001
Dairy Farmer – Oak Hill Farm, Schenevus, New York (self-employed)	June 1991 – July 1999
Industrial Hygienist – Hygienetics, Boston, Massachusetts	March 1988 – June 1990

Education & Certifications

BS in Mechanical Engineering, Clarkson University (Potsdam, NY)	May 1986
Professional Engineer (PE), State of New York	June 2013
NYSDEC Stormwater Training Certification	June 2012
LEED AP BD+C	June 2009
Earth Sciences and Hydrogeology coursework, SUNY Oneonta	1994 – 1995

Relevant Skills

Project management, planning and development • AutoCad • Revit • Municipal project construction management and administration • Water and wastewater infrastructure • Business development • Regulatory expertise • Utility and civil construction compliance • Environmental permitting • Shop drawing review • Review of payment requests • Represent project interests at municipal board meetings

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Exemplary Projects

Village of Milford Water System Improvements

Budget: \$3.7M

Responsibilities include design and construction observation and administration of distribution system and water source development improvements. This project entails the design of approximately 12,000 feet of replacement water main and the addition of a new well source and well control building to the Village's existing water system. Guided the Village through the SEQRA process; helped secure funding through USDA Rural Development. Project was finished under budget. Currently working with NYSEFC to refinance their funding to help the Village obtain a low interest loan along with additional grant monies that will be used for generator and water meter purchase.

Village of Richfield Springs Wastewater Collection System and Treatment Facility Improvements

Budget: \$5.7M

Responsibilities included funding procurement as part of the Federal Stimulus Package (ARRA Program), Facility Plan detailing improvements to be made to wastewater system, final design and specifications, bidding assistance, Construction Administration, Construction Observation and Green Improvements Design. Project included replacement of approximately 14,000 lf of existing sewer main and major improvements to the Wastewater Treatment Facility including rehabilitation of mixed media filters, complete reworking of the facility's headworks, new controls system for the influent pumps and filters, construction of an enclosure over exterior clarifiers, creation of a new reed bed for sludge disposal purposes, a new 18 kW roof mounted photovoltaic electrical system and replacement of the facility's emergency generator.

Village of Schoharie Disaster Rehabilitation Project

Budget: \$0.9M

Responsibilities include design and construction observation and administration of rehabilitating water and wastewater facilities that were destroyed during the flooding of August/September 2011. The project involved the direct coordination with the Federal Emergency Management Agency in obtaining disaster relief funding. Construction is ongoing.

Saratoga Water Services – Development Review Services

Review of proposed development plans within the Saratoga Water Services water distribution service area to ensure conformance to this private water system's specifications. Includes preparation of Water Supply Applications and compiling documentation for expansion of service area. System has approximately 2,000 water service connections.

ORDA - Whiteface Mountain Pump House #1 Improvements

Responsibilities included design and construction administration phases for frazil ice mitigation and improvements to an existing pump house for Whiteface Mountain. Project included a new pre-cast wet well, two (2) dual band screening machines and construction of a building addition to the existing pump house.