

David R. Mellor, PE
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OBJECTIVE A Challenging Engineering/Management position with a mid-size engineering firm offering an opportunity to share my knowledge and grow professionally.

EDUCATION

May 1996	CLARKSON UNIVERSITY	Potsdam, New York
	Bachelor of Science Civil & Environmental Engineering	
	Concentration: Environmental	
	Graduated with Distinction	
January 1993 New York	ADIRONDACK COMMUNITY COLLEGE	Queensbury,
	Associate in Engineering Science	
March 1988	United States Air Force Technical Training School	Lowry AFB, Colorado
	Advanced Microwave Measurement and Calibration	
November 1987	United States Naval Training Center	Great Lakes, Illinois
	Technical Certificate in Electronics Theory and Repair	

RELEVANT EXPERIENCE

Enfield Enterprises, Burnt Hills, New York

August 2016 – Current

- **Project Manager:** Managerial oversight and responsibility for the design and implementation of assigned site/facility construction projects, Field Superintendents and staff on assigned projects. Review daily time sheets and OSHA logs. Prepare Project Bid Packages, estimates, etc. for Bid submittal. Obtain bid solicitation from sub-tier vendors and sub-tier contract placement preparations. Maintain and keep current all design and construction documents (Submittals, RFI's, Change Orders, etc.). Review and process sub-tier submittals for necessary approvals. Prepare monthly schedule of values and payment applications for assigned projects. Responsible for all aspects of the project closeout to include but not limited to project walk through with superintendent, internal punch list, completion of punch list, scheduling final walk through and submission of all close out documents.

Bechtel, KAPL, West Milton, New York

September 2010 – August 2016

- **Principle Facilities Engineer:** Facilities Engineer responsible for the design and implementation of site/facility development for expanding Naval Training and Simulation. Develop and review Technical Specifications for approval. Prepare work estimates and request for proposals. Over-see of Sub-Contractor Maintenance work.
- **Facilities Maintenance Engineer:** Prepare and review Request for Proposals for Site Maintenance activities. Technical Work Specification preparation. Preparation of work estimates and the development of scope of work for Site Maintenance projects. Over-see of Sub-Contractor Maintenance work. Coordinate project bid meetings with Sub-Contractors and key associates. Oversee project to insure accurate and timely completion.

MS Walker & Associates, Bakersfield, California

September 2009 – August 2010

- **Vice President of Engineering:** Prepare and review Request for Proposals from associates and clients. Proposal preparation. Preparation of work estimates and the development of scope of work for new Civil Design projects. Over-see of Design Team for the Development of Civil Design plans for Entitlement and project construction document permitting. Coordinate project turn over meetings with design team and key associates. Oversee project to insure accurate budget estimates and timelines are established. Corporate Engineer of Record.

- **Project Engineer:** Responsible Engineer of Charge. Civil Plan preparations including; Prepare Site Grading Design, Perform Hydraulic Analysis for site drainage and storm water management (SWPPP & WQMP), Prepare structural design for site civil features including retaining walls, monument footings, etc. Prepare Street Improvements plans including water, storm and sanitary sewer service. Evaluate geotechnical reports for the preparation of structural footings and paving design. Utility Coordination.

**DRM Design Concept, Bakersfield, California &
C&M Design Concept, Bakersfield CA & Arcadia, CA
* DRM Design Concept is a split from C&M Design.**

December 2006 – December 2009

- **Director:** Coordinate and process corporate accounting, payroll and manage employee services. Prepare and review Request for Proposals from associates and clients. Proposal preparation and Contract negotiation. Preparation of work estimates and the development of scope of work for new Civil Design projects. Over-site of Design Team for the Development of Building/Construction plans for Entitlement and project construction document permitting. Coordinate project turn over meetings with design team and key associates. Oversee project to insure accurate budget estimates and timelines are established.
- **Project Engineer:** Responsible Engineer of Charge. Civil Plan preparations including; Prepare Site Grading Design, Perform Hydraulic Analysis for site drainage and storm water management (SWPPP & WQMP), Prepare structural design for site civil features including retaining walls, monument footings, etc. Prepare Street Improvements plans including water, storm and sanitary sewer service. Evaluate geotechnical reports for the preparation of structural footings and paving design. Utility Coordination.

Quad-Knopf, Bakersfield California

May 2005 – December 2006

- **Project Team Leader:** Coordinate the Request for Proposals from associates and clients. Proposal preparation and Contract negotiation. Preparation of work estimates and the development of scope of work for new Civil Design projects. Coordination with Design Team for the Development of Building/Construction plans for Entitlement and project permitting. Coordinate project turn over meetings with design team and key associates. Oversee project to insure accurate budget estimates and timelines are established. Coordinate all permit activity for assigned projects.
- **Project Engineer:** Prepare Site Grading Design. Perform Hydraulic Analysis for site drainage and storm water management (SWPPP). Prepare structural design for site civil features including retaining walls, monument footings, etc. Prepare Street Improvements plans including water, storm and sanitary sewer service. Evaluate geotechnical reports for the preparation of structural footings and paving design.

Cannon Associates, Bakersfield California

April 2004 – May 2005

- **Project Management:** Coordinate the Request for Proposals from associates and clients. Proposal preparation and Contract negotiation. Preparation of work estimates and the development of scope of work for new Civil Design projects. Coordination with Design Team for the Development of Building/Construction plans for Entitlement and project permitting. Coordinate project turn over meetings with design team and key associates. Oversee project to insure accurate budget estimates and timelines are established. Coordinate all permit activity for assigned projects.
- **Project Engineer:** Prepare Site Grading Design. Perform Hydraulic Analysis for site drainage and storm water management (SWPPP). Prepare structural design for site civil features including retaining walls, monument footings, etc. Evaluate geotechnical reports for the preparation of structural footings and paving design.

Fred Fiedler & Associates, Los Angeles California

April 2000 – April 2004

Project Engineer: Engineer in charge of British Petroleum Projects; Re-Build and New Development Projects; Lead Civil Engineer for BP West Coast Hydrogen Fueling Initiative.

- **Project Management:** Coordination with Design Team for the Development of Preliminary Designs, Entitlement and Building/Construction plans for project permitting. Coordinate the Request for Proposals from associates and conduct project turn over meetings with Design Coordinator and key associates. Oversee project to insure accurate budget estimates and timelines are established. Coordinate all entitlement and permit activity for assigned projects. Provide support and public testimony at public hearings for client's entitlement proceedings.
- **Project Engineer:** Prepare Site Grading Design. Perform Hydraulic Analysis for site drainage and storm water management (SWPPP). Prepare structural design for site civil features including retaining walls, monument footings, etc. Evaluate geotechnical reports for the preparation of structural footings and paving design.

- **Scheduling and Coordination:** Understand and apply all relevant client design standards and procedures. Provide engineering cost estimates, proposals, schedules and timelines and related deliverables as requested by client. Perform Site Research for Development, Planning and Building Code requirements. Provide technical advice and counsel the clients, assisting them in achieving accurate understanding of project issues.
- **Quality Assurance:** Insure that all drawings issued are complete, accurate and comply with customer's standards and specifications. Approve all drawing packages, exhibits and documents assembled.
- **Supervision:** Supervise all activities associated with assigned projects including Control, Organization, Planning and Communication with client and the Project Team insuring the efficient, cost effective completion of these projects.
- **Budgeting and Change Orders:** Monitor project budgets to ensure that budgeted hours are not exceeded. Verify timely, accurate change order estimates for work outside of contracted scope are received from design coordinators prior to commencing work. Maintain cost and budget controls for each assigned project through systematic management of cost drivers.

Conservtech, Vernon California

July 1996 – April 2000

Project Manager: Engineer in Charge of Industrial Waste Water Department – beginning April 1997

- Estimate job budgets and generate work proposals.
- Responsible for the coordination of our client's annual industrial wastewater flow meter calibration.
Design industrial wastewater flow meters and pre-treatment systems.
Assist in gathering and verifying data for process of various civil/environmental permits.
Assist clients in monitoring and reporting environmental compliance issues.
Worked with bakeries to resolve discharge compliance issues: pH, sulfide, etc.
- Assist several beverage processor/packagers including soda, juice and dairy, with wastewater treatment and compliance reporting.
- Worked with meat processors, including the installation and optimization of dissolved air floatation treatment systems.

CERTIFICATES & LICENSES

Electronics Technician, USN-Great Lakes, Illinois
Calibration Technician, USN-Lowry AFB, Denver Colorado
Intern Engineer, Passed Part A of the N.Y.S. PE/EIT Licensing Examination. April 1996
Professional Civil Engineer, Passed California Law & Board Rules, Civil Engineering Surveying and Seismic Exams and Civil 8-hour Exam. October 2001. C-62698
Los Angeles Chapter ASCE: member

MILITARY

UNITED STATES NAVY, USS Vulcan (AR-5), Norfolk Virginia
Electronics Technician / Calibration Technician, ET2/E-5
UNITED STATES ARMY RESERVES, Rutland Vermont
Motor Transport Operator-64C, E-3

SKILLS

Computer Skills:

- Knowledge of DOS, MS Office, Excel, Word Perfect, Auto-CAD, Land Desktop, Design View, C and C++ software, Microsoft Project and Math-Cad.
- Experience with IBM hardware.
- Formal training in Auto-CAD and Design-View
- Presentations utilizing Power Point software technology.

HONORS

Chi Epsilon (National Civil Eng. Honor Society) Clarkson University's Dean's List, four semesters
 Tau Beta Pi (National Engineering Honor Society) Clarkson University Merit Scholarship
 Pinnacle (Non-Traditional Student Honor Society)