

Associate - Project Support Specialist Common Ground Construction

Department: Common Ground Reports to: Marketing & Estimating Manager
Weekly Hours: 32-40 Exempt/Non-exempt: Non-exempt
Date Reviewed: Jan 2024
Reviewed By: Project Manager & Marketing/Estimating Manager

Position Overview: Join our dynamic team as a Project Support Specialist, where you'll play a crucial role in supporting our Estimator and Project Managers. This position is ideal for a detail-oriented and organized individual who thrives in multiple aspects of project support, compliance, and safety in a fast-paced environment.

Principal Duties and Responsibilities

Support to Common Ground Construction:

- Track and distribute safety supplies for the crew.
- Draft and oversee sub-contractor contracts, ensuring all legal and company standards are met.
- Send and track lien waivers and maintain organized records.
- Track and verify vendor and subcontractor certifications and licenses.
- Maintain digital project folders, and documents.
- Report and track job-related injuries, maintaining compliance with safety regulations.
- Monitor and track the AWAIR (A Workplace Accident and Injury Reduction) program.
- Oversee and update Safety Data Sheets (SDS) for materials used.
- Coordinate material procurement bi-annually (material vendor procurement)
- Support project managers with material procurement (project material procurement)
- Track material inventory.
- Assist in the development and procurement of subcontractors.
- Maintain, organize, and schedule training sessions and records for crew members. (RRP, TBG, Radon, GC License, CEU's, CPR)
- Coordinate crew blood lead level testing and respirator fit in compliance with health and safety regulations.
- Monitor and organize project-related email communications.
- Provide support for other lines of business as needed.
- Other duties as needed or required.

Supervision Received:

The Estimator/Project Manager supervises this position and supervision is regular.

Supervision Exercised:

None.

Qualifications & Skills:

REQUIRED:

- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Familiarity with construction industry standards and regulations.
- Proficient in Microsoft Office.
- Ability to work independently and as part of a team.
- Valid drivers license.

PREFERRED:

- Sage 100 Software

Associate - Project Support Specialist
Common Ground Construction

Travel may be required for occasional training opportunities but is not a regular requirement for this position.

Travel to project worksites is a requirement of this position and mileage is paid for work related tasks.