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# Example of Construction Assistant Job Description

Our company is growing rapidly and is looking for a construction assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for construction assistant

* Reviews & approves site specific documents
* Reviews contract specifications to determine all documentation submittals required for payment from our customer
* Leads weekly calls with specified markets
* Develops project deliverables from sketches, written and/or verbal instructions
* Applies judgment and makes decisions with respect to deliverables and input interpretation
* Maintains project trackers for closeout responsibilities
* Assists in coordinating deliverables with other groups involved on the same project to minimize interference or errors
* Assists with expediting large volume of submittals and/or confirming that such submittals have been received from subcontractors
* Adhere to and train others on certain processes and procedures including the closeout documentation procedure in multiple markets
* Support Director of Land Operations and Land Construction Manager with day to day site scheduling, quality control and project oversight administrative duties

## Qualifications for construction assistant

* Familiar with various aspects of construction (technology, equipment, methods), commonly accepted industry policies, procedures and standards particularly for working with CCR
* Engage design professionals, including architects, engineers and other related consultants to implement the design requirements of assigned Projects
* Perform design review of consultant’s deliverables as necessary
* Continually provide updates and input to Realterm’s Design Standards and other standard operating procedures relating to the position
* Manage pre-construction initiatives including environmental, soils reports, physical condition assessments and other existing conditions information
* Provide internal and externally sourced budget pricing in support of business development activities