



# Example of Construction Services Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of construction services. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for construction services

- Attend construction project and maintenance coordination meetings
- Assist Construction Manager in implementation of company safety program
- Provide construction services management reports and project records
- Be the "first provider" on key large-scale projects, enter into contract with client before Construction Manager, lenders, or vendors are selected (or RFPs submitted)
- Answer phone calls to the Construction Hotline
- Oversees the construction project from start to finish
- Ensures that construction activities move according to pre-determined schedule
- Communicates effectively with the field staff, construction managers, clients and sub-contractors
- Monitors the progress of the construction activities on a regular basis and holds regular status meetings with our field staff
- Performs weekly inspections of construction sites

## Qualifications for construction services

- Associate's or Bachelor's Degree in Construction Management or related field is a plus but not a requirement
- Knowledgeable & understanding of construction process
- ACI, ICC, NICET, DOT and additional industry certifications a plus
- Typically at least 1+ years of property and casualty servicing of commercial

- Degree in Chemical Engineering or Materials Technology