

RESPONSIBILITIES:

- **Create, update and maintain a variety of project controls that track the status of: individual projects or task orders, changes to projects or task orders, RFI, shop drawings and submittal, matters involving quality controls, safety, financial performance, close-out and other aspects of the project(s) or task order(s).**
 - Responsible for Creating, Submitting, Updating and Managing
 - RFIs
 - Submittals
 - Project Logs
 - All Drawing Issuances
- Work with team to create, review and process shop drawings and other submittals that are required to document the construction process;
- Assist with the management of the change management process, by updating logs, routing source documents to vendors, obtaining pricing, developing estimates and proposals, writing change orders and other related activities;
 - Manage or support the estimating process by performing quantity surveys that obtain and summarize scope and quantities of work;
- **Assist with Establishment, monitoring, communicating and maintaining project schedules**
- Support the physical layout and acquire an understanding of the spatial relationships of the physical work: review control line drawings, by using CADD to obtain additional dimensioning information, by reviewing and coordinating all shop drawings and other coordination documents (**KNOW THE PROJECT, UNDERSTAND SCOPE**)
- **Assist with the negotiation and/or support the process of negotiating contracts, subcontracts and purchase orders**
- Maintain and regularly produce reports utilizing Procontractor
- Proactively identify issues that could lead to problems and facilitate solutions;
- Assist in ensuring that all aspects of the project are compliant with all contract terms and legal requirements that govern the project and the community in which the project(s) takes place;
- Provide timely and cordial interaction with supporting work groups, internal and external
- Participate in manage activities that are related to project closeout to ensure timely completion;
- Assist with the evaluation of projects for constructability and value-engineer cost savings;
- Participate in life-long learning opportunities and professional development.
- Participate in weekly staff meetings and industry networking functions.
- Inventory Formwork upon delivery and shipping out in formwork log. Make sure to take pictures fill out Bill of Lading and take pictures. Post in Egnyte for accurate accounting of materials in and out.