



Primary Responsibilities – Functions and outcomes for which you are ultimately responsible for.

- ☐ Assists project manager in all financial and administrative aspects of a project. Including but not limited to subcontract review, buyout, change orders, work orders, estimating scope review and invoicing
- ☐ Assists project manager with OAC, project and coordination meetings
- ☐ Assists with project schedule building, execution and updating
- ☐ Personally, reviews and comments, in detail, on pertinent submittals, samples and shop drawings and provides comments to project manager
- ☐ Physically walks project site on a cadence determined by project manager to provide feedback to staff related to safety, quality control and project success
- ☐ Provides project support through effective communication, reporting and daily involvement
- ☐ Provides project manager with regular, pointed updates regarding project successes, failures and challenges
- ☐ Regularly respond to project team members by phone, text or email as required
- ☐ Consistently and successfully supports 3-6 concurrent projects
- ☐ Upholds Pacific Builders Values in all actions and decisions

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Secondary Responsibilities – Functions or outcomes that others are responsible for, but you are regularly consulted or provide input to.

- ☐ Assist managing subcontractor progress on site
- ☐ Assist in review of project site safety

Vital Few - Primary people/roles directly responsible for helping you drive the functions and outcomes you are primarily responsible for.

- ☐ Project or Senior Project Manager
- ☐ Assigned Project or Senior Superintendents
- ☐ VP of Construction

Information - Specific information inputs that go into your ability to effectively execute your role responsibilities.

- ☐ Complete and detailed construction documents
- ☐ Complete, timely and accurate RFI and submittals responses
- ☐ Regular and concise updates from field related to schedule and performance
- ☐ Current and accurate project financial and budget information

Professional skills, personal characteristics and or certifications required to be successful in this role.

- ☐ Extensive knowledge of the commercial interior construction process
- ☐ Ability to take ownership of a project or task
- ☐ Ability to multitask
- ☐ Do what you say you will do
- ☐ Exhibit effective organizational skills
- ☐ Effective problem solver
- ☐ Effectively manage your time
- ☐ Self-motivated
- ☐ Be a good communicator in writing and in person
- ☐ Maintain composure and mutual respect in the face of adversity

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