
CONSTRUCTION TECHNICIAN

REPORTS TO: Construction Manager

DEPARTMENT: Construction

**ESSENTIAL DUTIES &
RESPONSIBILITIES:**

Administrative Responsibilities

- Participate in weekly Construction meeting with Construction Manager
- Responsible for submitting all service work order paperwork to Construction Manager
- Responsible for communication with Customer on service issues
- Responsible for maintaining adequate truck stock
- Responsible for maintaining certifications
- Responsible for maintaining service vehicle - i.e. oil change, tire rotation, etc.
- Responsible for company-provided tools and equipment - i.e. laptop, air card, phone, etc.
- Review all assigned job progress with Construction Manager
- Turn in time cards to Construction Manager for review
- Assist in all close-out documentation for service jobs
- Responsible for staying up to date on all service bulletins

Field Responsibilities

- Responsible for all jobsite safety procedures
 - Responsible for maintaining the necessary tools and equipment for service jobs
 - Attend safety tailgate meeting at office
 - Ensure all service parts are accounted for
 - Maintain relations with customer's site representatives during service job
 - Responsible for all communication between customer and Construction Manager
 - Maintain daily time sheets and mileage reporting
 - Responsible for adhering to correct customer-specific procedures
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- Responsible for work order completions - customer signatures, store stamps, etc.

EDUCATION/EXPERIENCE: • 2 years Construction Background Preferred but not necessary

- PHYSICAL DEMANDS:**
- Driving long distances
 - Responsibility for On-Call week
 - Working long hours when needed
 - Travel out of town is required
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