



# Administrative Assistant – Project Management

**Department:** Project Management  
**Reports to:** Project Manager  
**FLSA Status:** Non-Exempt

**Approved by:** President  
**Revision Date:** March 14, 2025  
**Supervisory Role:** No

## Essential Duties and Responsibilities

Provides administrative support for the Project Manager from contract award through contract closeout.

- Copy and distribute plans and specifications to the project team.
- Setup job folders and files (electronic and paper).
- Create and distribute job specific binder for field staff with pertinent information regarding subcontractors, purchase orders, approved submittals, permits, contact list, SWPPP plan, etc.
- Typing, filing, scheduling, and assisting project managers with tracking of revenue, costs and quantities.
- Coordinate and communicate effectively with other departments.
- Review the project specifications and plans for all requirements of the project such as badging, permits, job site office requirements, and utility set up such as meter requests, pre-power agreements, and lay down yard, if stipulated in specs.
- Obtaining all required permits for the project; building, dewatering, MOT, right of way, NOI, etc. Track for expiration dates.
- Perform and manage underground locate tickets per state requirements.
- Prepare owner contracts for execution. Request contractually obligated bonds, required insurance, and notice of commencement.
- Compare quotes from vendors and subcontractors to assist in the buyout of project.
- Create subcontract and PO in software system, request certificates of insurance from subcontractors.
- Create submittal log, request submittal information, assemble and track submittal data.
- Follow up with subcontractor and vendors on status of submittal, billing and insurance certificates.
- Process sub-contractor billings, ensuring invoices match subcontract.
- Process purchase order invoices, making sure to match bills of lading to invoice quantities, verifying price charge matches price on purchase order, and tracking quantities in inventory per job.
- Compile progress meeting information.
- Assist the Project Manager or Superintendent with Request-for-Information and track responses.
- Prepare owner pay applications based on quantities obtained from the Superintendent for the Project Manager's review and submission.
- Close out contract, including start up reports, O&M Manuals, equipment warranty information, and scheduling final inspections.
- Review daily timecards in HCSS system for accuracy and jobsite photos.

## Qualifications, Education, Experience and Certifications

- High school diploma or G.E.D.
- Two (2) to five (5) years related experience and/or training or equivalent combination of both
- Proficient in Microsoft Outlook, Excel, Teams, and Word. Experience in Vista, HCSS, and Bluebeam a plus.
- Underground Utility/Construction industry experience preferred

## Physical Demands and Work Environment

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- While performing the duties of this job, the employee is regularly required to sit for extended periods of time. Employee is frequently required to move around office to communicate with staff. Occasionally must lift and/or move up to 20 pounds.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions

### **Competencies**

To perform the job successfully an individual should demonstrate the following:

- Adaptability
- Analytical Skills
- Attendance & Punctuality
- Communication
- Cooperation
- Customer Service
- Job Knowledge
- Planning & Organization
- Problem Solving
- Quality
- Quantity
- Safety & Security

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