

**Title**

Project Assistant  
H.W. Houston Construction, LLC

**Classification**

Non-Exempt

**Reports to**

General Manager / Vice President

**Date**

November 2021

**Job Description**

Summary/Objective: A Project Assistant (PA) coordinates and performs administrative tasks required for day-to-day project operations for H.W. Houston (HWH) to support and assist the Superintendent, Project Manager (PM), Project Engineer (PE) and/or others on the project teams.

This position will report to a Vice President/General Manager but may have duties and responsibilities across multiple groups within the organization. This position requires the capacity to work on multiple projects in various stages simultaneously and requires the capacity to work for multiple managers with diverse work styles in a team environment.

**Essential Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

A Project Assistant is responsible for serving as a liaison to other company departments (i.e., Accounting, Payroll, Human Resources, etc.). A Project Assistant is a critical member of the project team and must deal effectively with clients and subcontractors. The Project Assistant works closely with the project team to ensure a successful construction process, typically for single, complex projects or multiple, smaller projects.

- Demonstrate understanding and alignment with H.W. Houston safety procedures and incorporate these into the projects and department routines, as appropriate.
- Handle the drafting, delivery, and receipt of subcontract agreements, purchase order agreements, and service agreements.
- Confirm receipt and coordinate compliance of project insurance.
- Identify bonding requirements with the project team and process bonds (owner, subcontractor, government) for the project. Prepare, gather, and file consents of surety at project completion.
- Assist in creating and issuing cost documents and change orders.
- Utilize project management software to process, track, and code material invoices for PM approval.
- Assist project teams with time entry and time sheet reporting.
- Serve as a project communication liaison by relaying communications between the project teams and accounting department, providing support to the accounting department with the subcontractor payment process, coordinating with Human Resources to gather required documentation, escalating issues to IT, and notifying communications/marketing of upcoming milestones.
- Assist the project team with the closeout phase by collecting warranties, collecting lien waivers for accounting, assisting PEs to complete the project final and closeout checklists, including compiling the owner's manual, gathering and archiving all project hard files, supporting PEs with owner training and owner stock, and approving portions of the retainage worksheets for final approval.
- Complete on-site specific duties, to include:
  - Handle administrative front-desk duties, to include answering phones, ordering office supplies, welcoming visitors, collecting waiver release signatures, accepting job applications, distributing mail, running project-related errands, scheduling service for office equipment, setting up coffee/water service, and assisting the project team with other duties as requested.
  - Schedule meetings and manage meeting spaces, to include building agendas, capturing meeting minutes, ordering meals, and ensuring equipment is in working order.

- Coordinate communication between the job site and main office. Obtain and distribute/post safety announcements and training schedules at the job site. Prepare job sites and project teams for senior leader visits.
- Actively seek career and professional growth. Attend company and/or industry training offerings. Set performance and learning goals during performance reviews. Actively seek additional development, as appropriate. Demonstrate a willingness to receive and apply coaching and feedback.
- Represent the HWH brand, ethics, and value on the jobsite. Model desired professionalism, conduct, and behaviors. Serve as an example of safety on the job. Foster collaboration and teamwork. Take initiative and responsibility for work quality.

### **Competencies**

- Communication – Written and Verbal
- Time Management
- Planning / Organizing
- Attention to Detail
- Professionalism
- Follow Plans, Schedules, and Directions
- Collaboration / Teamwork
- Interpersonal Skills
- Initiative
- Dependability / Reliability

### **Knowledge and Skill Requirements**

- Basic math skills
- Skilled at basic accounting practices
- Meeting coordination skills
- Information and digital literacy skills
- Data analytics skills
- Strong knowledge of Microsoft Office Suite (Word, Excel, Outlook), with an emphasis on creating and maintaining Excel spreadsheets
- Skilled at receiving, understanding, and carrying out assignments to follow the planned workflow sequence with minimal supervision
- Skilled at applying critical thinking to solve problems encountered on job
- Skilled to use a computer or other office equipment and related applications to input, store, and retrieve information
- Strong knowledge of project document requirements and filing
- Skilled at capturing or maintaining information in written or electronic format
- Electronic and hardcopy filing skills

### **Supervisory Responsibility**

None

### **Work Environment**

This job operates in a professional office environment as well as in a construction work site environment. This role routinely uses standard office equipment and works inside with others. Work may require occasional weekend and evening work.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak, hear, use eye/hand coordination, use manual dexterity, and use personal office equipment. The employee frequently is required to stand; sit; walk; stoop; crouch; use motor skills; lift or carry up to 10 lbs.; and reach with hands and arms. The employee is occasionally required to lift or carry up to 50 lbs., push up to 50 lbs., climb stairs, balance, or kneel. The employee must occasionally be able to work effectively in a construction job site environment, including but not limited to working outside, working alone, excessive heat/cold, fumes/smoke/gases, walking on uneven surfaces, and working around heavy equipment/ machinery. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

Full time. Work may necessitate a flexible schedule and/or extended hours when required by project schedule.

### **Travel**

Ability to travel to varying project locations where H.W. Houston conducts business for varying lengths of time. Ability to travel to multiple locations or job sites daily or weekly as needed.

**Required Education and Experience**

- High school diploma or equivalent

**Preferred Education and Experience**

- Valid Driver's License
- Spanish Bilingual
- Previous construction site experience
- Notary Public certification or ability to achieve certification
- Previous office experience
- Approved driving privileges for H.W. Houston vehicles
- Experience with Textura or other project documentation software
- Experience with Prolog or other construction management software
- Experience with Bluebeam or Adobe software

**AAP/EEO Statement**

H.W. Houston is an equal opportunity employer.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.