

## **JOB DESCRIPTION – PROJECT/ADMINISTRATIVE ASSISTANT**

This job description is not intended to be an exhaustive list of all skills and working conditions. It is intended to be an accurate reflection of those principal job elements essential for the performance of the job.

1. Assist Project Managers in reporting, procurement support, site logistics.
2. Prepare Site Specific Safety Plan.
3. Prepare project specific signage boards.
4. Manage/track employee certifications:
  - ISN certification
  - PG&E NERC certification
  - Cal-OSHA 30 certification
  - Class 3 certification
  - First Aid certification
  - CPR certification
5. Provide all close out documents:
  - “as built” drawings
  - final punchlist sign off
  - permit cards and drawings with “final” sign off from all jurisdictions
  - final air balance report
  - Testing & commissioning reports
  - Title 24 certification
6. Track and prepare monthly Carpenters Union labor hours report.
7. Prepare monthly workers’ compensation report.
8. Maintain vehicle maintenance records.
9. Possible accounting/bookkeeping back-up.