



Job Title	Construction Project Assistant	Job Code	FS0113
Pay Plan	USPS	Pay Grade	16
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Construction Project Management

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Construction Project Management Professionals plan, organize, and coordinate construction projects. Design engineering plans and evaluates design proposals. Coordinate with architects, engineers, and construction team/firms to ensure adherence to schedules, project plans, and university objectives.

Job Summary

Responsible for the overall document control of files related to the department; this includes building plans, owner’s manuals, assets, and warranties. Ensures that these documents are complete. Coordinates the delivery of documents to parties doing business with the university, and managing nondisclosure agreements with vendors.

Representative Duties

1.
 - Serves as liaison with architects, engineers, contractors, and regulatory departments to ensure proper project paperwork is in place for project execution
 - Maintains hard copy and electronic documents and files
 - Ensures that project closeout documents provided to the university are complete
 - Coordinates the delivery of documents to parties doing business with the university
 - Manages nondisclosure agreements with vendors
 - Coordinates asset and warranty information and space information turnover
2.
 - Researches project archives for documents related to current projects and existing facilities
 - Updates project status and financial information in the project database
 - Assists project managers with the creation of project related documents
 - Assists project manager with closeout of projects
 - Assists in the development and update of the department’s Project Manager Handbook

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
0+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.