1. Used [Software] to keep detailed records of daily progress, incidents and issue resolutions.
2. Sourced and managed [Type] construction materials worth over $[Amount] for [Number] sites.
3. Prepared and reviewed engineering specifications, scopes of work, schedules of payments and other documents.
4. Prepared diagrams, charts and surveys showing [Type] information about job locations and project scopes.
5. Managed construction equipment maintenance to minimize costs and avoid project disruption.
6. Reviewed construction plans and financial projections to verify accuracy and feasibility of [Type] projects.
7. Monitored team of [Number] personnel during construction activities for compliance with health and safety requirements.
8. Surveyed site, marked locations and oversaw construction of roads and other infrastructure components.
9. Managed various stages of construction projects, including [Type] and [Type].
10. Established and implemented construction schedules, methods, equipment and labor requirements, using Gantt charts and [Software].
11. Prepared master schedule to track project deliverables and meet key milestones.
12. Analyzed survey reports, maps, blueprints and other topographical and geologic data to effectively plan infrastructure and construction projects.
13. Recorded daily events and activities in site diary to evaluate process and improve productivity.
14. Coordinated site investigations, documented issues and escalated to executive teams as needed.
15. Planned and coordinated construction projects such as [Type] and [Type].
16. Ordered and tracked delivery of construction materials and supplies from vendors.
17. Performed quality control procedures on equipment and materials.
18. Reviewed and complied with local building codes and zone regulations.
19. Supervised and monitored daily tasks of [Number] subcontractors.
20. Calculated load levels and material stress factors using [Software] to identify design constraints.