1. Assisted operations group with obtaining warranty service repairs.
2. Monitored, coached and supervised team of [Number] employees in [Year].
3. Initiated onsite safety program and properly trained all team members, decreasing injuries by [Number]%.
4. Oversaw employee attendance record, handled payroll and ordered new materials for sites.
5. Actively communicated with crew and responded effectively to all questions, helping to build positive working environment for all.
6. Communicated daily with vendors to keep project fully operational.
7. Delivered vital safety information in preconstruction meetings with contractors and subcontractors and complied with established safety standards during pre- and final inspections of construction projects.
8. Handled all issues with relative ease by implementing best practices and applying critical thinking skills to find best solutions.
9. Coordinated crew and subcontractor work activities and materials acquisition and maintenance.
10. Kept sites compliant with OSHA, federal, state and local regulations to prevent unnecessary delays.
11. Interviewed, hired and trained new workers.
12. Served as point of contact for clients to deliver information on work progress and resolve on-site technical problems.
13. Maintained zero site accidents and lost work days for [Number] years.
14. Read plans and blueprints and communicated to workers.
15. Verified completed projects met approved time, quality and cost estimates.
16. Analyzed blueprints and other project specifications to completely understand all job requirements and determine how many workers would be required onsite.
17. Scheduled labor, ordered materials and coordinated with other contractors to complete projects.
18. Created construction site staffing schedules to properly staff each shift.
19. Attended [Number] on-site meetings with subcontractors and clients per month.
20. Implemented safety procedures and verified workers wore proper safety attire to limit injuries and prevent accidents.
21. Managed subcontractor personnel activity and team resources to meet all project requirements.