1. Scheduled utility service providers according to project timelines.
2. Led weekly production and operations contractor meetings, facilitating stronger communication and helping to resolve critical issues.
3. Kept sites compliant with OSHA, federal, state and local regulations to prevent unnecessary delays.
4. Coordinated with site personnel, clients and local government officials to achieve on-time project delivery.
5. Managed hiring for certain roles and actively coordinated talent management and recruitment.
6. Monitored subcontractor operations and applied effective time, resource and money management strategies to delivery under-budget project completion.
7. Adhered to $[Number] budget to achieve timely and cost-effective project deliverables.
8. Collaborated with construction administration consultants to schedule field observations.
9. Determined project schedule, including sequencing all construction activities for optimal efficiency.
10. Improved process efficiency and workflow by implementing productivity initiatives and proactively identifying and resolving problems.
11. Implemented systems to improve process efficiency and reduce project duration.
12. Performed regular job site observations to provide direction for general contractor personnel and subcontractor laborers.
13. Guided and directed third-party inspectors through project construction, commissioning and closeout.
14. Conducted critical pre-installation conferences with general contractors, subcontractors, consultants and manufacturer's representatives.
15. Obtained building and specialty permits from local jurisdictional agencies.
16. Assisted [Job title] in review, approval and archiving of all closeout documents.
17. Provided safety kits to all construction personnel, fully complying with job site safety protocols.
18. Contributed to construction planning process, including [Type] and [Type] projects.
19. Avoided construction delays by efficiently following through with all site inspections.
20. Monitored supply levels and identified cost-effective materials to reduce project expenses.