1. Monitored team of [Number] personnel during construction activities for compliance with health and safety requirements.
2. Used [Software] to keep detailed records of daily progress, incidents and issue resolutions.
3. Reviewed construction plans and financial projections to verify accuracy and feasibility of [Type] projects.
4. Sourced and managed [Type] construction materials worth over $[Amount] for [Number] sites.
5. Managed construction equipment maintenance to minimize costs and avoid project disruption.
6. Prepared diagrams, charts and surveys showing [Type] information about job locations and project scopes.
7. Responded to technical concerns quickly and effectively devised solutions.
8. Prepared and reviewed engineering specifications, scopes of work, schedules of payments and other documents.
9. Supervised and monitored daily tasks of [Number] subcontractors.
10. Prepared site reports and organized subcontractor invoices, codes documentation and schematics.
11. Surveyed site, marked locations and oversaw construction of roads and other infrastructure components.
12. Implemented on-site sustainable waste disposal and recycling programs to reduce project environmental impact.
13. Coordinated site investigations, documented issues and escalated to executive teams as needed.
14. Analyzed survey reports, maps, blueprints and other topographical and geologic data to effectively plan infrastructure and construction projects.
15. Ordered and tracked delivery of construction materials and supplies from vendors.
16. Analyzed and interpreted construction designs and specifications created in AutoCAD and SolidWorks.
17. Checked technical designs and drawings for adherence to standards.
18. Oversaw quality control and health and safety matters for construction teams.
19. Prepared master schedule to track project deliverables and meet key milestones.
20. Recorded daily events and activities in site diary to evaluate process and improve productivity.