

CONSTRUCTION OFFICE TECHNICIAN



Eng. is looking for highly motivated individuals with a background in construction to fill our Construction Office Technician roles. The selected candidates will provide documentation management and manages computer files for all construction projects we oversee and will review documentation submitted by construction staff, contractors and clients as appropriate to assure compliance with codes, standards, plans and specifications. A successful applicant will excel in oral and written communication and maintain a working knowledge of construction operations.

Primary duties include:

- Office technician role for MDOT federal aid projects.
- Reviews of payroll and Inspector's Daily Reports, use of Field Manager Software to create pay estimates and contract modifications, and use of ProjectWise and cloud storage systems for electronic filing.
- Review and process certified payrolls and associated documents.
- Review and track materials certifications.
- Generate detailed materials deficiency reports.
- Track project documentation and ensure records requirements are met....
- Communicate with engineers, inspection staff, and contractors regarding project documentation including deficiencies.
- Paper and electronic filing.

Minimum Qualifications:

- Completion of High School Diploma or G.E.D.
- 2 years of experience in general construction administration.
- Ability to interpret technical drawings and contract specifications.
- Excellent written and oral communication skills.
- Valid driver's license.

Preferred Qualifications:

- 3+ years experience in municipal construction (sewer, water, pathway, road) inspection and/or administration.
- 2 years of college level construction/engineering courses.
- Prior experience in inspection or office technician role for MDOT federal aid projects.
- Prior experience with data entry or tracking, documentation review, filing, administrative assistance, and accounting will be beneficial.
- Previous construction inspection and/or administration experience a plus.