

GRIFFON ASSOCIATES INC

480 Bedford Road
Chappaqua, New York 10514
(914) 347-3342



JOB TITLE:	Site Administrator
REPORTS TO:	Project Manager
PREPARED BY:	Chris DeThomas
PREPARED DATE:	October 31, 2018
REVISION DATES:	
HAS AUTHORITY OVER:	N/a
FSLA STATUS:	Salaried, exempt

SUMMARY

Provide administrative support to the Project Manager, as well as other members of the Construction Management team. Responsible for managing the field office environment and will have daily interactions with Project Management team, including the PM, Construction Managers and Trade Contractors, Design Consultants, as well as, Municipal Officials and potential customers.

Will also be responsible for working harmoniously with all internal, inter-company departments, such as Development, Pre-Construction, Estimating, Accounting, Senior Management and Ownership. From time to time will be involved in confidential business matters and will be expected to exhibit professionalism and discretion when handling.

The overall responsibilities for managing the day-to-day operations of the Construction Field Office, which include but are not limited the following;

- Enforcement of all company policies and procedures with regard to Construction office operations
- Management of the telephone system, voicemail, fax machine, copiers, printers, computers, etc.
- Standard mail, Fed-X and all other means of distribution of plans, documents, etc.
- Establishing and maintaining filing systems
- Assist the onsite staff with the creation and distribution of daily reports, schedules, logs, tracking reports, checklists, scopes, contracts and all other administrative duties
- Office supply management
- Office equipment management
- Plan and document management
- General office organization

DETAILED RESPONSIBILITIES

1. Provide administrative support to the PM in managing the project throughout the design, pre-construction and construction process, from inception to completion.
2. Provide to support to the Construction Managers to ensure adherence to company processes, procedures and protocol.
3. Manage and maintain a permit log when applicable. Coordinate the procurement and maintenance of all required permits, approvals and signoffs from all agencies as required. Occasionally may be required to act as a direct liaison to the municipal offices.
4. Assist the construction management team in monitoring the adherence to procedures and policies as they relate to internal controls, safety procedures, etc. and insure that the project team(s) is instructed on such and have the capacity to carry out these policies and procedures.
5. Create, manage and track purchase orders, owner/subcontractor change orders, payroll reports (both internal and subcontractor reporting as required by internal compliance policy), etc.
6. Assist the construction management team with the management of the onsite security and safety, including the development of sign-in policy tailored to each site's conditions.
7. When required assist the Estimating/Purchasing and other team members in the development of scopes, contracts, buyout leveling sheets, LOIs/NOIs, etc.
8. Assist the Project Manager and entire Construction Management team with memos and general correspondence.
9. Develop and administer agendas for weekly onsite Project Meetings, take meeting minutes and distribute all meeting materials as required or directed by the Project Manager.
10. Must effectively manage the construction office petty cash account, maintaining detailed records accounting for all expenditures.
11. Receive deliveries, organize receiving tickets and disburse bills and invoices as necessary. Insure proper distribution to the Project Accountant.
12. Assist with the procurement of Building Permits and Certificates of Occupancy, and function as occasional liaison to Municipal agencies.
13. Daily interaction with trade contractors and vendors to promote effective communication.



14. Provide assistance to construction management in the coordination of meetings, inspections, events, etc.
15. Assist construction management team with the creation of the project schedule, along with all required revisions and updates.

EDUCATION and/or EXPERIENCE

A basic understanding of and or exposure to the Construction Industry, with a minimum of 5 years related experience. Must also exhibit the willingness to perform in the typical Construction Office environment, which does not always have the same resources as a corporate office.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

CERTIFICATES, LICENSES, REGISTRATIONS

None required, basic OSHA Safety training is helpful.

COMPUTER SKILLS

Must demonstrate or develop proficiency in the following computer applications:

- MS Excel
- MS Word
- MS Outlook
- MS Powerpoint
- MS Project
- Pro-Core

