

PROJECT REPORTING AIDE

STATUS: Non- Exempt

This position is a full-time position working Monday through Friday, 40 hours per week.

This temporary position will work for 4 to 6 months according to the construction schedule for the project.

This temporary position is not benefits eligible. A clean BCI required.

FUNCTION: Under general supervision, performs a wide variety of tasks to monitor and assist the construction project on-site for the Woonsocket Housing Authority.

SUPERVISION: Reports to the Director of Facilities and Security or in his absence the Maintenance Foreman

ESSENTIAL JOB DUTIES:

- Works with housing manager to have 48 hour notices sent out.
- Distributes 48 four notices to all residents as needed.
- Monitors all open apartments to make sure only the residents and contractors gain access.
- Locks and unlocks doors for contractors.
- Patrols the project area.
- Monitors and controls the access and entryways of the project area.
- Keeps a daily log book tracking the date, open working units, contractors and employees on site to report the progress of the Contractor's work to the Director.
- The log must contain activities related to the project, weather conditions, nature and location of work being performed.
- Performs other reasonably related duties as assigned by immediate supervisor and other management as required.

QUALIFICATIONS & SKILLS: Ability to work with and among building tradespeople. Possess the ability to pleasantly and effectively deal with people.

PHYSICAL REQUIREMENTS: Work will require use of stairs. Work will require the ability to stand and walk for long periods of time. Work may require exposure to electrical and mechanical hazards as well as to extreme weather conditions.

EXPERIENCE & EDUCATION: Should possess a basic knowledge of and skilled in the construction field; also some mechanical ability, resourcefulness and good work habits such as initiative. GED or High School Diploma required.