



## Job Description

### Project Assistant

Organization Name:	A-1 Chipseal & Rocky Mountain Pavement, LLC.
About Our Organization:	Full service asphalt and concrete maintenance company.
Website:	<a href="http://www.a-1chipseal.com">www.a-1chipseal.com</a> <a href="http://www.asphaltrepair.com">www.asphaltrepair.com</a>
Job Department:	Adminstration
Reports to:	
Job Location:	Denver, Colorado
Prepared By:	Chelsea Pederson
Prepared Date:	01/20/2020

Benefits Offered	Type of position:	Hours / week
401k with Employer Match Health Dental Vision	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

#### General Description:

Other duties may be assigned.

#### Essential Duties and Responsibilities:

Meet with clients to take detailed ordering briefs and clarify specific requirements of each project  
 Delegate project tasks based on junior staff members individual strengths, skill sets and experience levels  
 Track project performance, specifically to analyze the successful completion of short- and long-term goals  
 Meet budgetary objectives and make adjustments to project constraints based on financial analysis  
 Develop comprehensive project plans to be shared with clients as well as other staff members  
 Use and continually develop leadership skills  
 Help estimators with quantities and runs roads  
 Maintain schedule  
 Monitor crews and quality control daily  
 Keep track of quantities for each crew and report to city  
 Enter breakdown and check maps  
 Mark streets  
 Manage subcontractors for jobs and monitor subcontractor billing  
 Line up saw cutting and traffic control; ensure set up is complete for each crew  
 Line up breakdown for crews and subs – up to seven different crews  
 Work hand in hand with City Inspectors  
 Work with city on any warranty issues  
 Daily job logs  
 Make sure no parks are in place for crews

#### Education and Training:

High school diploma/ GED required

#### Experience:

Minimum 1 year of clerical experience (Associate degree acceptable alternative)



<b>Job Description</b>	
<b>Project Assistant</b>	
<b>Skills, Knowledge, and Equipment:</b>	
Excellent typing and 10-key speed and accuracy Familiarity with AMP software and Microsoft Office Suite Polished written and verbal communication skills Excellent client-facing communication skills	
<b>Certificates, Licenses and Regulations:</b>	
<b>Supervision and Technical Responsibilities:</b>	
<b>Contacts:</b>	
Daily contact with persons in the same work unit and persons in other departments to maintain relationships. May have monthly contact with general public, vendors/suppliers and other public organizations or agencies to furnish and obtain information. Medium exposure to self due to repetitive motion injuries from keyboarding. Low exposure to self to cuts and bruises due to typical office accidents.	
<b>Safety to Self and Others:</b>	
Medium exposure to self due to repetitive motion injuries from keyboarding. Low exposure to self to cuts and bruises due to typical office accidents.	
<b>Physical Demands:</b>	
While performing the duties of this job, the employee is regularly required to use hands to finger, hand and feel; reach with hands and arms; and talk and hear. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.	
<b>Work Environment:</b>	
While performing the duties of this job, the employee is exposed to outside weather conditions. The noise level in the work environment is usually quiet.	
<b>Mental Function:</b>	
<b>Judgement and Decision Making:</b>	
This position requires limited supervision. An individual will proceed on his/her own initiative in compliance with policies, practices, and procedures prescribed by their immediate supervisor. When working with clients, this person needs to analyze the situation and direct the person to the appropriate contact. Position requires collaborative decision making the management team. Supervisor is involved in making decisions.	
<b>Diversity of Duties:</b>	
Duties require knowledge of the functions and duties of A-1 Chipseal personnel. In order to serve as a liaison between clients and A-1 Chipseal, it is essential for this individual to be familiar with the the organization. Duties and actions impact individuals across the company.	

Hello Possible Intern,

My name is Kyle Robinson, and I will be your main contact throughout your internship at A1 Chipseal and Rocky Mountain Pavement. A little about me, I graduated from CSU with a degree in Construction Management in May of 2023. I am a Project Manager at A1 Chipseal and Rocky Mountain Pavement. We are a large general contractor that does road and concrete maintenance using lots of various products and procedures. It is a fantastic company to work for. My PM team and I need assistance. We are looking for one intern this year. The job description above is close to exactly what you will and be required to be doing. Obviously, this is not a full-time position. It is an hourly job. This will cover your internship requirement. We are looking for 6-month internships. We are not looking for 3-month internships. The internship will require anywhere between 40-70 hours a week. This is a fantastic opportunity not only to get credit for your internship but also to make some good summer money. We will be doing interviews around March 1<sup>st</sup>. If you are interested email me with your resume and a little about you and your previous work experience. No construction experience needed to apply.

Here is my contact information.

303-210-3603

[krobinson@a-1chipseal.com](mailto:krobinson@a-1chipseal.com)

Please do not hesitate to reach out.