



Bald Hill Builders

22 Walpole Park South, Unit 10
Walpole, MA 02081

Tel: 781-806-5951

Fax: 781-806-5952

Title: General Field Support

Location: Walpole, MA Office (Main office)

Responsibilities include but are not limited to the following:

- Assist in all day-to-day job site activities as directed.
- Assist in field work, which from time-to-time may including general carpentry activities.
- Assist field personnel according to the project plan and company policies & procedures.
- Assist in ensuring that all work is performed consistent with the contract documents and will meet or exceed client expectations.
- Help ensure that all work is being performed in a quality and workmanlike manor.
- Assist in punchlists items and the follow-up necessary to ensure timely completion of punchlist work
- Support Superintendent(s) with the implementation of job site safety procedures, notifications, signage, supplies, and equipment and site-specific safety plan (including a full set of MSDS sheets) on the project if applicable.
- Assist in the maintenance of construction project schedules.
- Assist in managing the quality and condition of material deliveries.
- Attend safety pre-construction meeting prior to starting work on the project
- Communicate events, performance and progress daily to General Superintendent and/or Superintendent.
- Maintains logs of key activities.
- Report any problems promptly to the Superintendent, Project Manager(s), Project Executive(s), Operations Manager and Vice President, as may be appropriate.
- Establish and maintain professional relationships and effective communication with clients, architects, engineers and subcontractors, and co-workers.
- Support Superintendent and Project Manager in the preparation of daily and monthly reports.
- Assist in taking, storing and uploading daily photographs representative of the days' progress, helping call particular attention to defects that require additional attention.
- Attend periodic meetings, including owner & subcontractor meetings, etc.
- Support Superintendents, Project Executive(s), Project Manager(s), Operations Manager and Vice President in other duties as may be assigned.
- Ensure that all activities are being performed in accordance with all OSHA guidelines.
- Provide building layout and coordination if needed.

Building a Better Experience

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Qualifications: All General Field Support personnel shall:

- Have 3 -5 years of experience in related construction fields.
- Be proficient in Microsoft Office (Email, Word, Excel)
- Must possess good verbal and written communication skills.
- Must always be able to maintain professional behavior .
- Have an OSHA 10 Certificate. (if not, training can be provided)
- Be hard working, passionate, and have a high degree of integrity. Professionalism and quality mindedness are essential for this role.
- Be committed to excellence.
- Be self-motivated and self-confident.
- Be capable of dealing with ambiguity and tight work oversight.
- Be able to constantly multi-task and handle competing priorities while maintaining excellent customer relations.
- Have excellent organizational skills to manage the many details necessary for successful construction.
- Have judgment to know when to appropriately escalate issues up the chain of command.
- Be a quick study and be capable of responding to issues.
- Have excellent problem-solving skills and the ability to take action confidently and decisively.
- Be willing to wear a uniform consisting of OSHA approved footwear, hardhat, tan pants or jeans, collared shirts, and company jackets.
- Have a working vehicle and a clean driving record.
- Be willing to travel within a 100 mile radius of Boston, MA.

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