

Construction Liaison Officer Job Description

- Estimate the cost of a construction item
- Develop construction specifications and drawings based on customer requirements
- Inspect work sites to ensure compliance with designs
- Conduct inspections of completed tasks in order to verify that the job has been finished in accordance with the contract documents and specifications
- Oversee or perform all necessary quality control tests
- Review field changes to insure that the final cost does not exceed the estimate
- Create construction drawings and specifications
- Coordinate project schedules with other contractors involved in joint ventures, subcontractors, etc., as well as any required regulatory agencies or parties outside of the construction company
- Examine contract documents for compliance with design requirements and building code
- Assess bids for materials and labor costs needed to complete a job.