

# Construction Technical Assistant Job Description

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- Perform technical research and analysis of technological products that are used for construction (e.g., building materials, techniques, tools)
- Manage the financial accounts for the company's projects; oversee all expenses related to construction projects
- Monitor project progress on site; ensure that instructions are implemented correctly by the workers
- Receive samples for testing, inspect products for compliance with technical standards, and check the suitability of materials
- Report on progress to clients during meetings; negotiate possible product substitutions if necessary
- Provide training to workers to ensure that they understand how to carry out tasks correctly
- Perform basic maintenance on equipment used for construction
- Write reports and presentations to summarize the information gathered about a product's suitability for a particular construction project
- Analyze data from test reports to determine whether a product is suitable for use in a specific type of building
- Oversee the preparation of contract documents to be used for construction projects
- Ensure that all technical requirements are met during project implementation; check that all necessary drawings and specifications are included in the contract
- Prepare reports on progress against work orders, spot any inconsistencies and provide regular updates to team leaders or project managers.