



## **OLD TOWN DESIGN GROUP CONSTRUCTION ASSISTANT JOB DESCRIPTION**

Old Town Design Group is seeking a Construction Assistant to join our team in Carmel, IN. We are a dynamic and growing custom home builder, known for developing outstanding locations with timeless home designs. Old Town has a passion for people and the communities in which we work, and we are looking for a like-minded team member who will bring a passion for excellence, great work ethic, and a positive, can-do attitude to our team.

### **FUNCTION**

The Construction Assistant will assist the Construction Manager in ensuring the quality of each Old Town build; adherence to the construction schedule and job readiness; job site cleanliness; completion of punch list items; jobsite safety; and facilitating communication as required with vendors, independent contractors and homeowners.

### **MISSION**

The Construction Assistant will maintain the integrity of Old Town in all aspects. All responsibilities performed require extensive knowledge and understanding of all Old Town residential and commercial standards mission and values. Candidate will possess an entrepreneurial work ethic and be able to work collaboratively with other Old Town team members.

### **RESPONSIBILITIES**

- Assist the Construction Manager in managing and maintaining an accurate construction schedule ensuring 100% job readiness for vendors and independent contractors
- Perform quality inspections and complete job checklists in adherence with established company quality standards and expectations as directed by the Construction Manager
- Field and assist the Construction Manager in answering questions from vendors and independent contractors
- Ensure completion of punch list items as assigned to vendors and independent contractors or as assigned directly from Construction Manager
- Maintain job site cleanliness per company standards and expectations including but not limited to holding vendors and independent contractors accountable for cleanliness and self-performing general job site cleanliness work such as sweeping and power washing
- Set up customer material storage areas in basement and ensure that extra material for potential repairs and touch-ups are kept and organized

- Facilitate appropriate responses to homeowner questions that may be presented
- Assist the Construction Manager with all homeowner meetings as directed
- Monitor job site safety and proactively address any potential unsafe operations or conditions
- Other duties as assigned

#### **EDUCATION AND EXPERIENCE**

- High School Diploma or GED
- Ability to read construction drawings and technical manuals
- Ability to perform minor punch items
- Clean background and driving record
- Self-starter who can work well both as part of a team and independently
- Willingness to contribute when and where needed, to work with other team members to ensure all functions are completed in an efficient and timely manner.

#### **REPORTING**

The Construction Assistant will report directly to the assigned Construction Manager