



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

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 Manger 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
- 1+ years of previous construction experience
- 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

I have read this job description and fully understand the requirements stated above. I understand that Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. I further understand that this job description does not constitute an employment contract with Old Town Design Group.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# The Old Town Design Group

## Employment Application

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resource Department.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Current Salary: \$ \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

**Please list three professional references.**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.*

*I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employers, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.*

*I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any application from consideration for employment on a basis prohibited by applicable local, state or federal law.*

*If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specific period or defined duration. I understand that no supervisor or representative of the employer is authorized to make any assurance to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's partners.*

*I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_