EST. 1966 GRIESENBECK
Helping Build Better Spaces for 60 Years

6160 Westview Drive
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Operations Administrator

JOB DESCRIPTION

Purpose of Position

The Operations Administrator provides administrative and compliance support to the Field Operations Department. The primary focus of this position is to coordinate and maintain the administrative processes for project mobilization, field compliance and operational readiness, helping ensure crews are cleared and prepared to mobilize without administrative delays.

This position primarily supports the Director of Field Operations and Field Operations Coordinator while coordinating with Accounting and Administration on project-related compliance requirements.

Reports to: Director of Field Operations

Project Mobilization & Compliance

- Review Job specific requirements during job set up to identify employee, subcontractor, safety, badging, Controlled Insurance, Prevailing Wage & Other mobilization/compliance requirements & establish necessary tracking.
- Coordinate pre-mobilization requirements for employees and crews assigned to upcoming projects.
- Process and track background checks, drug screenings, badging, orientations, site access, and other project-specific requirements.
- Submit required information through customer and project portals and track employees as approved, pending, or incomplete.
- Prepare and maintain required pre-mobilization documentation, including project-specific safety and compliance paperwork (includes job specific Safety Plans & Comp Person Forms)
- Coordinate enrollment and reporting requirements for Project Controlled Insurance programs (OCIP, CCIP, ROCIP), including employee/subcontractor enrollments and required payroll and man hour reporting.
- Collect prevailing wage rates and certified payroll reporting requirements at project set up & update data in Griesenbeck systems. Assist Accounting department in collecting signatures on required CP reporting documents when needed.
- Verify that required administrative clearances and documentation are complete prior to mobilization. Promptly escalate any outstanding items that could prevent crew deployment.
- Collect current vendor and subcontractor Certificates of Insurance & maintain up current records, including tracking expirations dates and requested updated certificates as needed.

Field Operations Support

- Provide administrative support to the Director of Field Operations and Field Operations Coordinator.
- Maintain the equipment log and assist Warehouse Manager with tracking equipment assigned to projects.
- Arrange hotels and travel for field personnel as needed.
- Coordinate administrative requirements related to equipment, tools, safety equipment, vehicles, and other field needs.
- Review project Finals Folders for required documentation & identify missing items prior to field mobilization.
- Maintain project As-Built records based on information provided by field personnel

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Data Management & Reporting

- Review field timekeeping and daily reports for consistency with scheduled project assignments and identify discrepancies and promptly notify Field Operations Coordinator for review and direction.
- Maintain accurate Field Operations spreadsheets, databases, crew & project mobilization, calendars, and tracking tools.
- Track upcoming mobilizations, outstanding requirements, and project clearance status.
- Provide reports and information needed by Operations leadership for manpower and project planning.
- Keep C3 Website up to date with current field crews & OSHA training records.
- Maintain organized and confidential employee, project, and compliance records.

Position Expectations

- Highly organized with strong attention to detail and follow-through.
- Able to manage multiple projects, deadlines, and priorities.
- Proactive in identifying missing information or requirements before they affect field operations.
- Comfortable working with spreadsheets, databases, customer portals, and company software.
- Communicates effectively with field employees, office personnel, customers, subcontractors, and vendors.
- Works effectively across Operations, Safety, Accounting, and Administration while maintaining clear responsibilities.
- Handles confidential information appropriately.
- Looks for opportunities to improve processes and reduce duplicate administrative work.

Qualifications

- High School Diploma or GED required.
- 2+ years of administrative, construction, compliance, project coordination, or similar experience preferred.
- Strong organizational, communication, and computer skills.
- Proficiency with Microsoft Office and the ability to learn construction management, workforce management & customer portal systems.
- Construction industry experience preferred but not required.

Position Type

This position is anticipated to begin as a temporary to permanent position averaging approximately 30 hours per week, with potential transition to a permanent and/or full time position based on business needs and performance.

Office-based administrative position supporting Field Operations. Occasional jobsite or off-site visits may be required. Flexibility is necessary to meet project mobilization and compliance deadlines.

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

Griesenbeck gives equal job opportunities to all people. We do not treat a person unfairly because of race, sex, age, color, religion, national origin, disability, citizenship status, or any other status protected by law. This policy applies to job applicants and employees. It applies to hiring, promotions, pay, job duties, and ending employment.