

Building Construction - General Contractors

Ideas for RTW duties

- Coordination of workers from various trades, such as masons, electricians, engineers, and carpenters.
- Cleaning up job site, removal of debris.
- Review/develop time lines for the entire project and each specific stage of work.
- Monitor and journal the daily project work.
- Certificates of insurance from other subcontractors.
- Review Bonds - Each prime contractor must furnish a performance (surety) bond for the full amount of their contract, ensuring that their work will not exceed contract limits (e.g., go over budget or finish behind schedule) and guaranteeing the quality of their work.
- Review plans for the building and oversee the specifications on the job site while the building is in progress.
- Inventory supplies.
- Review pricing for supplies used on the job(s).
- Purchase supplies.
- Scheduling and coordination of materials and equipment deliveries.
- Work as estimator to prepare bids based on plans and specs for current and future jobs.
- office personnel (e.g., receptionists, administrative assistants, accounting staff, etc.)
- Clean/organize the on-site temporary facilities (e.g., office trailers, material and equipment sheds)
- Replace and/or repair tree nets and erosion stopson the site - Trees and sidewalks in the surrounding area are protected from damage during construction with tree nets (i.e., netting above and around trees to protect them from falling materials)
- Inspect sidewalk bridges (e.g., scaffolding covered with plywood boards to protect sidewalks and any pedestrians from being struck by falling materials or equipment)
- Inspect the temporary perimeter fencing and gates.
- Finishing carpentry and other architectural woodwork, such as door or window mouldings.
- Install cabinet pulls, door knobs and hardware.
- Refuel portable power generators and heaters.
- Inventory, clean and organize storage yard which houses the company's overall excess materials and equipment.

- Inspect, repair, clean tools. (Hammers; saws; wrenches; circular saws; drills; nail guns; sanders; jackhammers; pile drivers; mechanical, hydraulic, or pneumatic jacks.) Make sure they are properly grounded; double-insulated; and NRTL-listed.
- Preventative Maintenance on equipment and machinery. (Specialized vehicles: dump trucks, cement trucks, cement mixers, pickup trucks, vans, and power buggies. Mobile equipment: backhoes, cranes, derricks, forklifts, graders, and rollers.)
- Inspect scaffolding; ladders; aerial buckets; manual and/or automatic platform hoists.
- Inspect cables and cords to be sure they are securely routed along walls, are not a tripping hazard and are themselves protected from excessive wear.
- Review warning signs - Controlled-access zones posted with "Authorized Personnel Only", "Restricted Area", and "Warning - High Hazard Area" signs
- Inventory and restock the first aid kits located throughout the premises.
- List of employees various skills, training and duties.
- Assist the Corporate Safety Director with current inspections, projects and training.
- Fall protection equipment - such as tethered safety harnesses.
- Work to communicate possible hazards to operators of equipment and heavy machinery with limited or obstructed views.
- Improve the company's practice of lockout/tagout procedures.
- If trained in the proper handling can oversee the proper disposal of such substances as adhesives, paints, pesticides, tar, and sealants.