



## Job Description

Job Title:

Field Services Administrator

### Position Overview

Support field personnel by assisting in daily timesheet preparation and review, reconciliation of daily time to customer / owner swipe systems and ensuring the accuracy of internal job costing information. Provide assistance as needed to maintain scaffold tag logs as well as review and submit daily rental agreements to the Scaffold Inventory Department. Coordinate with the Payroll Department for the timely processing of labor and equipment records.

Responsible for allocating labor and equipment costs in TRACK system and ensuring the accuracy of the data entry while monitoring the availability of funds remaining on corresponding customer purchase orders. Prepare and submit change order requests as necessary for TRACK customers. Responsible for the daily and weekly reconciliation of labor, equipment and material cost records from Timberline to TRACK system as well as preparation of internal invoicing that balances to TRACK approved costs. Monitor and follow up with customer representatives as necessary to ensure customer approval is obtained for all cost allocations submitted in TRACK.

### Essential Job Functions

- Prepare and / or review daily field timesheets for union craftsperson
- Reconcile hours paid to customer / owner swipe system and ensure accuracy of internal job cost information
- Support field supervision as needed by maintaining scaffold tag logs and reviewing daily rental agreements for accuracy before submitting to the Scaffold Inventory Department
- Accurately allocate all labor and equipment costs in TRACK while monitoring the availability of funds remaining on corresponding customer purchase orders
- Prepare and submit change order requests as necessary for TRACK customers
- Perform daily and weekly reconciliations of Timberline cost records to TRACK and prepare internal invoicing
- Monitor TRACK allocations for approval and follow up with customer representatives as needed
- Support the Project Controls Department by preparing invoice packages and auditing back up documentation for accuracy for all non-TRACK customers

*Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.*

- Perform thorough research and document job cost and payroll discrepancies using all available resources to identify the root cause and supply possible solutions or process improvements
- Other duties as assigned by supervisor

### Education and Experience

Minimum Education Level Required:	High School Diploma or Equivalent
Experience:	2+ Years

### Success Factors

The attributes listed below are representative of the knowledge, skill and/or ability required.

- Excellent data entry skills
- Must be able to multi-task and work in a field or jobsite environment
- Detail-oriented
- Construction Experience a plus
- Must be self-motivated and reliable
- Ability to investigate, determine and understand the source of information/data
- Works well under stringent timelines
- Highly adaptable and willing to support multiple departments as necessary
- Exceptional oral/written communication skills
- Understand union payroll, job/contract structure, job costing, billable cost, etc.
- Works well in a team environment

### Work Environment

This job operates in a professional office environment and/or jobsite, if needed. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

*Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.*