

Join a Winning Team!

At Childers Construction Co, we value our employees and recognize that our company's success is based on our team's ability to provide consistent quality performance, time and time again.

Our company is always looking for the best and the brightest - to manage projects and strengthen relationships with our valued clients.

Whether you are looking for an internship or you are a seasoned professional, Childers can provide an exciting career opportunity in construction management.

Qualified candidates may submit the [Childers Employment Application](#) and/or resume with salary history to:

Email: HR@childers-construction.com

Fax: (850) 222-7749

Mail: Childers Construction Co.
3472 Weems Road, Unit 1
Tallahassee, Florida 32317

Childers Construction Company is an equal opportunity employer (EOE/M/F/D/V) offering competitive wage and benefit packages.

Childers Construction Co. is a Drug Free Workplace.

If we do not currently have a position open that you would be best suited for, we will keep your resume on file for one year and review it as positions become available.

Current Positions

<u>Position</u>	<u>Open/Closed</u>
<u>Administrative Assistant</u>	Closed
<u>Assistant Project Manager</u>	Closed
<u>Assistant Superintendent</u>	Closed
<u>Superintendent</u>	Closed
<u>Senior Project Manager</u>	Closed

Link Each Position to a job description page as follows:

ADMINISTRATIVE ASSISTANT

Description:

Position Purposes: Provide administrative and clerical support to facilitate the planning and coordinating of activities for a designated office and project team(s).

Essential Functions and Basic Duties:

- Provide assistance to office and project personnel by aiding in document control, fax and mail distribution, procurement of office supplies, filing, general cleaning, invoice coding, office maintenance scheduling, employee timesheets, local errands, archiving, general meeting setup, and managing of phone calls and visitors
- Help ensure designated office and project(s) are in accordance with company policies and procedures
- Any additional assigned duties

Education/Certification: Related education and/or related experience

Recommended Experience: 0 to 10 years

Recommended Knowledge, Skills and Abilities: Knowledge of computer programs such as Microsoft Office, internet, and UPS; skilled in communication, public relations, organization, teamwork, accuracy, attention to detail, time management, and assistance of others

Working Conditions: Considerable local travel required; additional non-local travel may be required; work with a group and/or team;

ASSISTANT PROJECT MANAGER

Description:

Position Purposes: To ensure that goals or objectives of a project(s) are accomplished within the prescribed time frame and funding parameters, this position will provide business and administrative support to facilitate the planning and coordinating for activities of designated project(s).

Essential Functions and Basic Duties:

- Provide assistance to the project team(s) by contract issuance, scheduling, material procurement, cost control, quantity control, document control, and project closeout.
- Provide assistance to the estimating team during the pre-construction phase of project(s)
- Provide support for the recruitment of new employees
- Any additional assigned duties
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Education/Certification: Related Degree

Recommended Experience: 0 to 5 years

Recommended Knowledge, Skills and Abilities: Knowledge of computer programs such as Microsoft Office, scheduling software, internet, and project management software; knowledge of industry trends and innovations; skilled in communication, public relations, organization, teamwork, accuracy, attention to detail, time management, and assistance of others; able to adapt to changing situations

Working Conditions: Considerable local and non-local travel required; work with a group and/or team; frequent conflict situations may be present; work after normal business hours; potential hazardous work; possible erratic weather conditions.

ASSISTANT SUPERINTENDENT

Description:

Position Purpose: To ensure that goals or objectives of a project are accomplished within the prescribed time frame and funding parameters, this position will provide field assistance to facilitate the planning and coordinating of activities for a designated project.

Essential Functions and Basic Duties:

- Provide assistance to the project team in scheduling, material procurement, jobsite safety, permits, inspections, quality control, field document control, daily field coordination, and project closeout
- Any additional assigned duties

Recommended Education/ Certification: Related education and/or experience; 1st Aid/CPR; OHSA course completion card

Recommend Experience: 0 to 7 years

Recommend Knowledge, Skills and Abilities: Knowledge of computer programs such as Microsoft Office; knowledge of industry trends and innovations; skilled in communication, organization, teamwork, accuracy, attention to detail, time management, craft knowledge, interpretation of contract documents, layout and assistance of others; able to adapt to changing situations

Working Conditions: Considerable local and non-local travel required; work with a group and/or team; frequent conflict situations may be present; work after normal business hours; potential hazardous work; possible erratic weather conditions.

SUPERINTENDENT

Description:

Position Purpose: Provide overall coordination of designated project(s) to ensure that project(s) are delivered within budget and schedule, while building and maintaining a lasting relationship with clients, design team professionals, and subcontractors.

Essential Functions and Basic Duties:

- Provide overall project(s) coordination in scheduling, material procurement, safety, permits, inspections, field document control, daily field coordination, cost control, quantity control, and project closeout
- Provide assistance to the project team(s) by aiding in buyout and contract issuance.
- Provide assistance to the estimating team during the pre-construction phase of project(s)
- Build and maintain lasting relationships with clients, design team professionals, and subcontractors
- Ensure designated project(s) are in accordance with company policies and procedures.
- Hire, supervise, train, and direct Doster craft personnel
- Oversee the development and retention of employees directly supervising
- Provide support for the recruitment of new employees
- Any additional assigned duties

Recommended Education: Related education and/or experience; 1st Aid/CPR; OSHA course completion card

Recommended Experience: 5 to 20 years

Recommended Knowledge, Skills and Abilities: Knowledge of computer programs such as Microsoft Office and scheduling software; knowledge of industry trends and innovations; highly skilled in communication, public relations, organization, teamwork, accuracy, attention to detail, time management, craft knowledge, interpretation of contract documents, management of others, layout, conflict resolution and assistance of others.

Working Conditions: Considerable local and non-local travel required; work with a group and/or team; frequent conflict situations may be present; work after normal business hours; potential hazardous work; possible erratic weather conditions.

SENIOR PROJECT MANAGER

Description:

Position Purpose: Provide supervision of designated project(s) to ensure that project(s) are delivered within budget and schedule, while building and maintaining a lasting relationship with clients, design team professionals, and subcontractors.

Essential Functions and Basic Duties:

- Provide project(s) supervision in buyout, contract issuance, scheduling, cost control, and project closeout
- Provide assistance to the estimating team during the pre-construction phase of project(s)
- Build and maintain lasting relationships with clients, design team professionals, and subcontractors
- Oversee the development and retention of employees directly supervising
- Provide support for the recruitment of new employees and new clients
- Any additional assigned duties

Education/Certification: Related Degree

Recommended Experience: 7 to 20 years

Recommended Knowledge, Skills and Abilities: Knowledge of computer programs such as Microsoft Office, scheduling software, internet, and project management software; knowledge of industry trends, innovations, market, and geography; knowledge of corporate and industry practices, processes, and standards; highly skilled in communication, public relations, organization, teamwork, accuracy, attention to detail, time management, conflict resolution, cost management, training, forecasting, and management of others.

Working Conditions: Considerable local and non-local travel required; work with or lead a group and/or team; frequent conflict situations may be present; work after normal business hours.
