

- i Supervise field personnel
- j Prepare sketches or drawings
- k Coordinate as-built drawings
- l Price change orders
- m Process submittals
- n Active involvement in Safety Program
- o Project document management
- p Communicate with supervisors
- q Communicate with Architect/Engineers
- r Communicate with Owners
- s Assist with contract award
- t Prepare or Revise project budgets
- u Compile Operation & Maintenance (O&M) manuals
- v Prepare/review punchlists
- w Evaluate quality of in-place construction
- x Ensure job security
- y Prepare/track Requests for Information (RFI)
- z Write letters of correspondence
- aa Control materials on site
- bb Awareness of basic ethical business practices
- cc Basic survey and layout
- dd understanding of project delivery methods (GC, CMA, CMR, DB, etc.)
- ee Understand basic sustainability concepts

7 Please provide any thoughts you may have on areas of improvement for the CSM Program.