



Job Title:	Assistant –Project Engineer (Pathway to Leadership Program)	Job Category:	Non-Exempt
Department	Operations	Job Code/ Req#:	TBD
Location:	Florence	Travel Required:	Travel is Required
Level/Salary Range: Median Salary	\$15-\$17 Per Hour Eligible for P/W	Position Type:	1 year program (Not Eligible for Benefits)
HR Contact:	Adrienne Russ	Hiring Manager	Senior Project Manager
Will Train Applicant(s)?		Budget Approvals	Accounting
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
REFERRAL OR WALK- IN : 2335 Florence Ave Cincinnati OH 45206 513-559-9390		INTERNET/INTRANET: www.jostinconstruction.com	
Job Description			
<p>SUMMARY OF DUTIES:</p> <p>This position will give someone with interest in the construction industry an opportunity to gain hands-on experience both in the office and the field. The pay rate will be \$15-17/hr. based on experience. The position is expected to last one year. The position could eventually turn into a full-time permanent position, depending upon the individual’s success with the company.</p> <p>KNOWLEDGE:</p> <p>Knowledge of construction industry means and methods and practices, office procedures, and computer programs.</p> <p>Knowledge of safety procedures and best practices on a construction site.</p> <p>Knowledge of proper use of equipment, materials and supplies used in construction work.</p> <p>SKILLS:</p> <p>The skill to operate tools/equipment correctly.</p> <p>The skills to collaborate with all levels of Jostin Construction.</p> <p>ABILITIES:</p> <p>The ability to work irregular hours, including weekends when necessary.</p>			



The ability to work in harsh weather conditions for long periods of time.

The ability to exert oneself physically over long periods of time without getting winded or out of breath.

The ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without giving out or fatiguing.

The ability to multi-task and work in a team environment.

The ability to read drawings.

QUALIFICATIONS

- Completion or pursuit of under-graduate degree in construction management or equivalent.
- Flexibility and willingness to work in any condition and on a variety of construction projects.
- Desire to gain hands on experience and potentially grow with the company.
- Love of the outdoors and being in the thick of the construction activity.
- Ability to problem solve and communicate effectively.
- Superior communication skills and proven record of delivering exceptional customer service and ability to negotiate.
- Proficient in Microsoft Office products.
- Computer Ease- Preferred.
- Superior attention to detail and process management skills.
- Valid drivers' license with the ability to be underwritten by Jostin insurance.
- Travel is required.

Reviewed By:		Date:	November 29, 2017
Approved By:		Date:	November 29, 2017
Last Updated By:	Adrienne Russ	Last Salary Review:	November 29, 2017