

DENNIS GROUP

Career Pathway Field Administrator



Your Journey Starts Here

Below are general guidelines on skills that are expected for our Field Administrators at Dennis Group. The skills outlined cover Field Admin I, Field Admin II, Field Admin III, Team Lead, and Operations Manager.

If you wish to keep working within your discipline but prefer to assume a leadership position, you can aim to become a Team Lead. After successfully performing the roles and responsibilities of a Field Administrator III, a Field APM that displays exceptional leadership skills and has the desire to fill a more managerial role, has the opportunity to be promoted to a Team Lead.

Team leads are responsible for making sure our less experienced and tenured talent is welcomed, trained, and deployed on a range of projects. They are also responsible for working with team members to set professional goals and conduct performance evaluations. Team lead is an excellent role in which to hone leadership skills while continuing to serve our clients in a technical capacity.

Field Competencies

Project Start-Up Phase	Field Admin I	Field Admin II	Field Admin III	Team Lead	Operations Manager
Request Quotes for Jobsite Trailer per Project Managers and Construction Managers Specification	●	●	●	●	●
Request Quotes for Site Services – Portable Toilets, Dumpsters, Cleaning Services, Security	●	●	●	●	●
Coordinate Delivery of Trailer and Site Services	●	●	●	●	●
Coordinate Safety Supply Order with a Member of the DG Safety Team	●	●	●	●	●
Work with PM and CM to Order Site Office Supplies	●	●	●	●	●
Order Hard Hat Stickers for Contractors and DG Staff	●	●	●	●	●
Set Up Project Documents with Project Information and Client Logo using DG Template and Upload to Project SharePoint Site	●	●	●	●	●
Create Project Contact List using DG Template	●	●	●	●	●
Create Site Staffing Schedule for Project using DG Template	●	●	●	●	●

Printout and Stock Contractor Paperwork Forms in Trailer	●	●	●	●	●
Gather Basic Safety Pre-Qualification Paperwork for Contractors and Provide to Safety Team for Review	●	●	●	●	●
Coordinate with IT and PM for Misc. Technology Needs/Issues including Plotter, Printer/Scanner, Wi-Fi	●	●	●	●	●
Attend Project Design and Kickoff Meetings	●	●	●	●	●
Review and Evaluate Potential Project Bidders – Regional and National	●	●	●	●	●
Work with Project Team to Determine Project Permitting Needs		●	●	●	●
Assist Project Manager with Project Estimate/Budget			●	●	●
Incorporate Past Lessons Learned			●	●	●
Facilitate and Conduct Project Kick-Off Meeting				●	●
Understand Project Team Staffing Requirement				●	●

Construction Phase	Field Admin I	Field Admin II	Field Admin III	Team Lead	Operations Manager
Complete Daily Construction Reports and Manpower Counts	●	●	●	●	●
Prepare Safety Documents for Weekly Issuance to Contractors	●	●	●	●	●
Track and File all Returned Contractor Safety Documentation	●	●	●	●	●
Manage (scan, file, and upload to SharePoint) Contractor Information including Certifications, Training, Communication, etc.	●	●	●	●	●
Maintain and Distribute Project Contact List	●	●	●	●	●
Facility Onboarding Needs for Visitors and New Staff	●	●	●	●	●
Coordinate Safety Training for All Contractors and Update Safety Orientation Electronic Log on SharePoint	●	●	●	●	●
Attend Pre-Bid, Pre-Con Meetings, and Weekly Contractor Meetings	●	●	●	●	●
Assist CM to Generate PWAs	●	●	●	●	●
Manage Any Temp Labor Needed for Site Cleanup	●	●	●	●	●

Receive, Scan and Upload Contractor Documentation – JSA, Work Permits, Safety Documents	●	●	●	●	●
Track and Manage Site Deliveries, Process Packing Slips	●	●	●	●	●
Prepare and Issue Transmittals as Needed	●	●	●	●	●
Track, File and Upload Contractor T&M Tickets Signed by CM or Onsite DG Representative	●	●	●	●	●
Track and Log RFIs	●	●	●	●	●
Ensure Overall Site Cleanliness and that Housekeeping Standards	●	●	●	●	●
Coordinate with Dedicated Rigging Contractor to Unload Deliveries	●	●	●	●	●
Print Site Drawings and Maintain Current Set	●	●	●	●	●
Conduct Safety Training for all Contractors and Equipment Installers		●	●	●	●
Conduct Daily Site Walks for DCR Photos, Safety Observations, Roof Permit Authorizations		●	●	●	●
Create Initial Draft of Weekly Coordination Agenda, Based on Schedule, Personal Knowledge, and Input from Site Team, for Review and		●	●	●	●

Conduct Site Walk Throughs and Enforce Misc. Safety Items		●	●	●	●
Generate and Issue (3) Week Look Ahead Schedule		●	●	●	●
Coordinate with Engineer/Lead CM to Build Out Additional Schedule Sections as Needed			●	●	●
Work with CM to Audit and Correct Schedule Deficiencies			●	●	●

CQV & Start-Up Phase	Field Admin I	Field Admin II	Field Admin III	Team Lead	Operations Manager
Coordinate with PM and CM on Final Schedule to Determine Disconnect of Site Services	●	●	●	●	●
Schedule Final Pick-Up of Trailer and Related Services	●	●	●	●	●
Assist PM and CM with Document Turnover to Client	●	●	●	●	●
Assist CM with Maintaining Punchlist	●	●	●	●	●
Manage Temp Labor to Ensure Site is Clean Prior to Client Turnover	●	●	●	●	●
Manage Punchlist			●	●	●
Develop Lessons Learned for Project			●	●	●

Software / Computer Skills	Engineer I	Engineer II	Engineer III	Technical Expert	Team Lead
Excel/Word/Outlook, File Management	●	●	●	●	●
SharePoint	●	●	●	●	●
Microsoft Project – Basic Knowledge		●	●	●	●
Power BI			●	●	●
Autodesk BIM360 Competence			●	●	●
Bluebeam Competence			●	●	●
CAD -2D Knowledge and Competence				●	●
Microsoft Project – Enhanced Knowledge				●	●

Miscellaneous Tasks	Field Admin I	Field Admin II	Field Admin III	Team Lead	Operations Manager
Assist with Implementation of Department Standards			●	●	●
Provide On Call Site Support as Needed			●	●	●
Assist with Development of Department Standards				●	●
Conduct Onboarding and Training				●	●
Assist with Staffing / Resource Management				●	●
Oversee Policy & Procedure Improvements That Senior Management Wish to Implement				●	●
Perform Employee Evaluations of DG Personnel				●	●
Conduct Candidate Interviews				●	●
Complete Project Audits including SharePoint Utilization, DCR Completeness, Meetings and Site Safety				●	●

Field Administrator I

Typical Minimum Experience: 0-3 Years

- Works with a Team Leader group
- Works closely with assigned mentor/team leader and project Construction Manager to learn the roles/responsibilities of project execution.
- Works with project Administrative Project Manager to procure project services and equipment
- Gains knowledge of how Construction Management is implemented at DG
- Assist with enforcement of safety procedures
- Learns basic tools and tasks of construction management
- Gains exposure to full project life cycle
- Limited direct client contact

Field Administrator II

Typical Minimum Experience: 3 - 6 Years

- Works within a Team Leader group
- Capable of executing all tasks necessary to complete the Field Administrative services from groundbreaking through execution
- Works autonomously on specific tasks
- Possesses good solid technical knowledge as well as solid administrative capabilities
- Continuous improvement of comprehensive technical skills absent from prior experience

Field Administrator III

Typical Minimum Experience: 5+ Years

- May report to Operations Manager, does not work within a team
- Works autonomously on all tasks
- Capable of providing support and filling in as needed for Construction Manager on large projects with direct communication to the client.

Field Administrator Team Lead

Typical Minimum Experience: 5+ Years

- Reports directly to the Operations Manager
- Mentors Field Administrative Project Manager
- Provides oversight to multiple projects and clients
- Assists with onboarding and training of new hires

Operations Manager

Typical Minimum Experience: 10+ Years

- Reports directly to the Director of Construction.
- Responsible for project staffing coordination of Construction Managers and Field APMs
- Oversees the day-to-day field resource management activities and maintains overall staffing schedules and plans
- Recruits and interviews Field Department candidates including third-party staffing firms
- Administers onboarding and training for Field Team
- Coordinates with Human Resources in areas of onboarding, training, and recruitment
- Attends business development and project manager meetings and assists in resource planning for future projects
- Responsible for development of department standards and procedures
- Maintains Department SharePoint site
- Conducts weekly Team and Department meetings
- Facilitates Project Kickoff meetings to ensure onsite Construction Management's project expectations are communicated to the project team and resources are secured
- Manages general contractor licenses and facilitates obtaining and renewing licenses
- Oversees all Field APMs and Schedulers