

AMERICAN CIVIL CONSTRUCTORS HOLDINGS, INC.
JOB DESCRIPTION
Office Administrator

Company Information

American Civil Constructors (ACC) is one of the nation's premier construction and maintenance companies. Our comprehensive services span multiple market segments including the Civil, Marine, and Landscape industries. We are a preeminent provider of road rehabilitation and paving services, freeway seismic retrofitting, bridge construction and repair, reservoir and culvert construction, sports field, and golf course construction as well as commercial landscape construction, and landscape management services. We work for a geographically diverse client base through operation hubs in Denver, Seattle, Dallas and the San Francisco Bay Area. Combining decades of experience with a singular passion for outstanding work, ACC brings an impressive track record of consistently successful projects from Ketchikan, Alaska to New Orleans, Louisiana.

Rocky Mountain Heavy Civil

We are committed to retaining top-level talented professionals as we build a first-class Rocky Mountain Heavy Civil Division as ACC grows to a \$400+ million company. Our number one job requirement for any position is a positive, professional attitude.

Office Administrator

This is a Full-Time, Non-Exempt position. The Office Administrator will support the efforts of the Rocky Mountain Heavy Civil Division and the Regional Vice President through proactive office management, secretarial support and assistance in the equipment/trucking departments. Will report to the Regional Vice President.

Qualifications

Licensure/Certification/Registration: None.

Bilingual: Spanish and English preferred.

Computer literacy and expertise in utilizing MS Office (Word, Excel, PowerPoint, Outlook, Visio, etc) required.

Education

Job related bachelor's preferred. Prior relevant and intensive work experience as described below may substitute.

Experience

Five to seven years of progressive office administration experience. Must have effective verbal and written communication skills. Knowledge of financial management and

accounting principles. Must be able to tailor delivery style to fit the needs of the audience. Must demonstrate critical and analytical thinking skills and evidence a strong proclivity to interpret and analyze data. The ability to devise and implement corrective strategies following issue identification is also necessary.

Travel

Minimal

Responsibilities:

Secretarial/Office Support:

- Provide secretarial support and travel arrangements for team personnel.
- Stay on top of interoffice and external mail, and general relationship with Belleview office.
- Manage all credit card statements and expense accounts.
- Keep the office functioning through maintenance of office/kitchen supplies and daily pick-up of the kitchen. Perform a daily check all printers and faxes assuring toner and paper are full. Maintain phone/contact lists.
- Manage office filing system rotating the stored files on schedule, creating a database that tracks the location of the files and coordinate the disposal of files at appropriate time.
- Plan events and assemble handouts and presentations when necessary.
- Provide executive support to the Regional Vice President.
- Take responsibility for office vendors such as trash service, Lewan, cleaning service, etc. and process all A/P related to general office/ building functions.
- Oversee the electronic needs of the office from computers to printers assuring we are providing the necessary equipment for all members and maintaining costs.

Equipment/Shop Support:

- Manage the rental equipment for the team assuring that we are leasing the most affordable piece of equipment, equipment is on/off lease in a timely manner, buy-outs are processed promptly and tracking is up to date. Review all rental bills for proper billing and taxing and then forward to the appropriate project engineer for approval. Manage a spreadsheet tracking the equipment on rent and have it available for the Friday meeting.

- Process all equipment time assuring input from each job on a weekly basis. Manage a spreadsheet tracking the receipt of equipment time and have it available for the Friday meeting.
- Provide support to trucking manager assisting in locating sources and verifying contracts and insurance.
- Management of the capex spreadsheet and submission of capital expense approval forms.
- Identify fuel suppliers and manage accounts.
- Take the lead and manage a company-wide equipment disposal process.
- Assure Rocky Mountain Heavy Civil Division's NAPA account is working efficiently and costs are monitored and contained.
- Manage our national accounts program to be made available across the company. Research potential vendors and submit to management for consideration. Use national accounts when appropriate and disseminate the list and account numbers for global use.
- Serve as the point of contact for the Ford partnership program and arrange vehicles as appropriate company-wide.

Personnel:

- Serve as the go-to person for all Rocky Mountain Heavy Civil Division personnel assuring new hires are processed properly, provided PPE and walked through the orientation. Handle all subsequent paperwork in a timely manner such as raises, reviews, change of status. Understand all benefits in order to guide employees to the right source.
- Take ownership of the employee tenure program assuring proper recognition in a timely manner as determined by team management.
- Track employee vacation and provide an accounting to management alerting them to employees who have excessive vacation accrued or who are nearing their limit for the year.
- Track and assist with the safety incentive plan and order awards to assure timely distribution.
- Track recruits and out of town job posting assuring that resumes aren't getting overlooked and candidates are processed in a timely manner.
- Maintain the training spreadsheet and alert people when certifications are due to expire. Assist in scheduling training through John Rovedo, Colorado Contractors Association and other available resources.

Miscellaneous:

- Manage the field check account.
- Attend weekly staff meetings.
- Cross train and serve as a backup to the Contract Administrator.
- Provide notary services to Rocky Mountain Heavy Civil Division.
- Plan events such as golf tournament, company gatherings, and client outings.
- Miscellaneous duties as assigned

Core Competencies:

- **Delivers Results:** Focuses on the critical few objectives that add the most value and channels own and others' energy to consistently deliver results that meet or exceed expectations.
- **Imports and Exports Good Ideas:** Relentlessly seeks, shares and adopts ideas and best practices in and outside the Company and embraces change introduced by others.
- **Develops and Inspires Others:** Builds and maintains relationships that motivate, guide, and/or reinforce the performance of others toward goal accomplishments. Develops self and others to improve performance in current role and to prepare for future roles; seeks and provides feedback and coaching to enhance performance.
- **Lives the Values:** Demonstrates the strong values and compassion toward the employees of our client through words, actions, and by example; fosters an environment that reflects the values of the company.

EMPLOYMENT AT AMERICAN CIVIL CONSTRUCTORS IS AT WILL AND NOTHING IN THE NOTICE OF REORGANIZATION, THE RELATED APPLICATION OR SELECTION PROCES OR THIS JOB DESCRIPTION MAY BE CONSTRUED AS CREATING AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT FOR A DEFINITE DURATION. ABSENT A SEPARATE, SPECIFIC AGREEMENT, ANY EMPLOYEE IS FREE TO TERMINATE EMPLOYMENT AT ANY TIME AND THE COMPANY IS FREE TO TERMINATE ANY EMPLOYEE OR JOB FOR ANY REASON WITH OR WITHOUT CAUSE. BEFORE EMPLOYMENT, A NEW EMPLOYEE MUST SIGN A WRITTEN ACKNOWLEDGMENT OF THIS PRINCIPLE AND MUST SUBMIT TO A DRUG TEST.

ACC WILL NOT DISCRIMINATE IN EVALUATION OR SELECTION OF ANY APPLICANT FOR THIS POSITION ON THE BASIS OF RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN.