

CAREERS IN ASPHALT

JOB TITLE	EDUCATION						YEARS OF EXPERIENCE & TYPE			CERTIFICATION(S) R LICENSE(S)
	High School	Trade School	Apprentice Program	College Major			Minimum Required			
				AS	Bach.	Grad.	Any	Related	Type	
Accountant					X		2		General accounting; industry experience preferred.	
Accounting Clerk	X			X			2		Accounting experience, preferably in construction.	
Admin. Ass't	X			X	X		3		Progressively responsible office administration, preferably in construction.	
Contracts Administrator	X			X			3		Office/accounting experience in the construction industry.	
Craft/Trades Worker	X	X	X				1		Any craft/trade related experience helpful.	Varies with specific craft/trade.
Environmental Specialists	X			X	X		2		Field audits, facilitating environmental compliance.	Knowledge of OSHA and EPA laws impacting the construction industry.
Equipment Operator	X	X						5	On specific equipment	
Estimator	X				X			1	Construction estimating or willing to train new Engineering grad.	
Human Resources Administrator	X				X		3		Progressively responsible broad-scope HR experience, preferably in construction.	PHR, SPHR preferred.
Laborers	X		X				1		Any labor-related experience helpful.	Varies with type of business.
Mechanic	X	X						1	Experience in general repair and servicing of auto, diesel or heavy equipment.	ASE preferred, CDL may be required.
Office Manager	X			X	X		3		Progressively responsible office administration, preferably in construction.	
Payroll Clerk	X			X				2	Construction certified payroll preferred.	
Project Engineer	X				X				Civil Engineering preferred. Willing to train new grad.	HDL
Quality Control Mgr.	X				X		5		Leadership responsibility in construction management preferred.	HDL
Safety Administrator	X			X	X			3	Construction safety and health	30-Hour OSHA, CHST
Shop Supt.	X	X		X				5	Leadership responsibility to oversee maintenance of a wide range of heavy equipment. Knowledge of OSHA, math skills related to inventory, equipment costs, purchasing.	HDL, may require specific certifications.
Superintendent	X	X					5		Supervising craft activities in a particular work area and coordinating project specs and plans with field engineers.	HDL, may require specific certifications.
Truck Driver	X						3		Construction experience preferred.	CDL; may require specific endorsements.