

Contractors

Ideas for RTW duties

- Maintenance- routine equipment inspections
- Cleaning, Sweeping, etc.
- Purchasing
- Clean tools
- Assist Supervisors
- Administrative duties (answer phone, filing, costing, general office paperwork)
- Warehouse management (inventory control, organization, ordering)
- Bidding (taking specialized knowledge, but training can be done)
- Safety inspections / safety monitor (on and off job-site)
- Check personal protective equipment
- Scheduling deliveries
- Safety program coordinator (review specific hazards of the job, teach others)
- Job site clean up
- Job site inspector (quality control)
- Potential job estimating
- Prospecting (cold calls for leads)
- Errands runner- pick up supplies, deliver goods
- Check routine auto maintenance- cleaning, oil changes
- Parts inventory
- Welding- Fire monitor
- Cross train employee
- Update PM schedule
- Charitable work