



Job Description

TITLE: HCSS Specialist
DEPARTMENT: Administration
JOB STATUS: Exempt
LOCATION: Various locations including the Metropolitan DMV
REPORTS TO: IT Manager

Summary: The HCSS Specialist position with Anchor Construction Corporation offers an opportunity for a fulfilling career. This role is in Lanham, Maryland, and reports to the IT Manager. The Anchor HCSS Specialist is someone who enjoys working in a team environment, has interpersonal skills, is a problem solver, and communicates effectively.

Primary Duties & Responsibilities:

- Assess, Design, Develop, and Evaluate the HCSS system across all departments
- Provide training and development of HCSS
- Identify HCSS champions within each department
- Troubleshoot and solve common issues as they relate to the HCSS system
- Maintain documentation for processes and procedures.
- This position requires traveling to troubleshoot and provide support at multiple offices and field locations.

Required Qualifications:

- Minimum Bachelor's Degree or equivalent.
- Minimum 2 years HCSS experience.
- Extensive experience with HeavyBid, Equipment 360, HCSS Safety, HeavyJob Manager, and HeavyJob Field.
- Proficiency with Microsoft Office applications.
- Experience with Windows operating systems.
- Experience with iOS and Android operating systems.
- Ability to effectively communicate orally and in writing.

Preferred Qualifications:

- Fluent in both Spanish and English

Work Environment

Limited

- General office environment infrequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)

Anchor Construction is an Equal Employment Opportunity/Affirmative Action Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, protected veteran status or any other characteristic protected by law.

Grounded in Excellence

Since 1985, Anchor has been a trusted heavy civil contractor to federal, state and local government agencies, private organizations and commercial institutions throughout Washington, D.C., Baltimore and Northern Virginia.

When Anchor first opened its doors 35 years ago, the company specialized in surface restoration projects. Today, surface restoration is just a small part of the comprehensive suite of full-scale utilities and infrastructure services offered by Anchor.

Identified as an 'essential business' earlier in 2020, our team of highly-skilled professionals continue to build and rehabilitate critical infrastructure every single day for the public good.

It's time you joined Anchor!