



Job Description

Job Title: Project Coordinator
Department: Construction
Reports To: Project Superintendent/VP of Construction
FLSA Status: Exempt

Physical Strength: Heavy
Prepared By: Xenium
Prepared Date: May 2016
Approved By:
Approved Date:

SUMMARY

This position is responsible for managing document control (RFI/Submittal) and procurement, and managing subcontractor coordination for projects. The Project Coordinator will also manage the assembling and monitoring of budgets and scope procurement, and will be managing projects in various stages of design and construction. This position is primarily a field position responsible for one project at a given time may also be asked to coordinate multiple projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

- Creates and manages requests for information (RFI) for entire life cycle (issue to resolution to implementation with subcontractor).
- Reviews, manages, and turns in all project submittals and procures materials for on-time installation
- Supports Project Superintendent in maintaining schedule, safety and other tasks as required.

JOB DUTIES

- Coordinates multiple construction projects, sometimes more than one at a time.
- Maintains current as-builts (open to date record of project documents, with RFIs incorporated and marked up on the plan where the change has occurred).
- Procures materials for on-time installation.
- Prepares close-out documents.
- Manages quality control procedure implementation.
- Records meeting minutes and conducts pre-construction meetings.
- Sets example in wearing PPE (Personal Protective Equipment) along with superintendent and reviews Pre-Task plans leads weekly jobsite safety meetings.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with subcontractors and designers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from manager.



SUPERVISORY RESPONSIBILITIES

Manages the day to day work on the job site of up to 12 sub-contractors at a time.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the nature of this field position, employees are frequently expected to work independently, which involves making key decisions on behalf of the main office on a regular basis. Employees are to keep the main office notified as decisions are made and use professional judgement on delegating decisions to other team members.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. S.) from four-year college or university in Civil Engineering, Construction Management, Accounting or related field; at least one years' related experience and/or training as a Project Engineer or related position; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of construction workers and management team.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as area, circumference, and volume. Ability to apply concepts of basic algebra and geometry; work with mathematical concepts such as fundamentals of plane and solid geometry and trigonometry.

COMPUTER SKILLS

Has advanced basic computer job skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information, create presentations, download forms, and preserve/backup important data. Must be adept at using various applications including, spreadsheet, report writing, project management, word processing, communicate by e-mail and use scheduling software. BlueBeam expertise is required.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations; define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

An OSHA 10 certification is preferred. A valid driver's license is also required for this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to see color and adjust focus. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and taste or smell. Specific job duties may require the employee to use ladders, climb scaffolding, walk on and inspect roofs, use aerial lifts with proper training, use forklifts, operate equipment. On the jobsite ground may be uneven and the employee is required to maintain and be attentive to balance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to work near moving mechanical parts; work in high, precarious places and outdoor weather conditions. The employee is frequently exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to wet or humid conditions (non-weather); toxic or caustic chemicals; extreme cold (non-weather); extreme heat (non-weather) and risk of electrical shock. The noise level in the work environment is usually loud, sometimes due to jackhammers or other machinery.

Employee Signature: _____

Employer Representative: _____

Date: _____