

Job Description

Position: Project Coordinator

Reports To: Project Manager

Classification: Exempt

Job summary

Assist the Project Manager as the representative at the construction site. The Project Coordinator's primary duty is to manage, direct and coordinate activities of employees and various trade contractors on site. This includes ensuring the project progresses according to schedule, material and equipment are delivered to the site on time, activities of the trade contractors do not interfere with one another.

Summary of essential job functions

- Review shop drawings
- Scope changes and change orders
- Research / prepare value engineering studies
- Coordinate with contractors
- Work with owner to keep on schedule
- Attend owner meetings as requested
- Material procurement
- Set up and implement project timelines and schedules
- Assist Project Manager with various other duties as requested
- Coordinate construction inspections/testing and review results
- Coordinate with building officials or others having jurisdiction over the project
- Write, facilitate, track RFIs
- Issue FWOs for minor changes in work
- Conflict resolution between contractors
- Manage on-site employees, including hiring, firing, training, and provide recommendations to the project manager

Skills / Qualifications

- Incumbent must possess strong written and oral communication skills
- Excellent interpersonal skills
- Knowledge and understanding of construction methods, project scheduling, and blueprint reading
- Demonstrate leadership abilities
- Must have construction degree or three years' prior experience in related field
- Computer skills in Microsoft Office applications, especially Excel
- Have ability to exercise independent judgment

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. The above are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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