

Job Description Project Coordinator

985-893-0391 www.devierway.com

Department:	Project Teams	Level:	
Position Title:	Project Coordinator	Position Type:	Full-Time
Reports To:	Senior Project Coordinator	Status:	Exempt
Direct Reports:	None	Hours/Week:	40-50

Reporting to this Position:	Superintendents must send via e-mail or hand deliver every week Daily Reports, Job Photos, Receiving Logs, and 2-Week Intervals, Expense Reports, Time Sheets, and Weekly Safety Meetings and Reports.
Authority :	The Project Coordinator is delegated sufficient authority by the Senior Project Coordinator to successfully provide support to the administrative activities assigned within the guidelines established and agreed to by the Director of Construction/CEO. In this regard, the position has the authority to conduct the necessary business with the workforce, all for the best interests of the Company in mind.
Accountability:	The Project Coordinator is accountable directly to the Senior Project Coordinator and Project Manager for meeting and exceeding all team goals.

1.0 General Description

The function of the Project Coordinator is to provide the necessary assistance to organize, coordinate, and support the Project Team.

2.0 Education Requirements

Required:	High School Graduate
Preferred:	Accredited College Degree in a related field

3.0 Experience Requirements

Required:	Minimum of 1 year of Construction Administrative Experience
Preferred:	3 or more years of Construction Administrative Experience for a medium-sized commercial construction industry business

4.0 Skills/Knowledge/Abilities

- 4.1 Excellent knowledge of the Construction Industry. Excellent ability to support and augment the effort of the Director of Construction and Project Managers toward higher levels of accomplishment.
- 4.2 Excellent communication skill coupled with strong organizational, planning, and people management ability.
- 4.3 Must be computer literate and understand the latest applications and techniques available.
- 4.4 Must be a decision-maker that constantly incorporates common business sense into the decision-making process.
- 4.5 Must have the willingness and skills to monitor and aid in the control of field activities.
- 4.6 Must proficient command of the English language, both written and spoken.

5.0 Duties and Tasks

- 5.1 Coordinate with Project Manager in the performance of their responsibilities, so as to meet their department and company goals consistently and in accordance with Policy and Procedure.
- 5.2 Document all reports required from the Project Manager and regularly review these reports.
- 5.3 Maintain update and follow-up on project task lists on a daily basis.

- 5.4 Participate in Team Meetings, providing documentation of minutes and issues for review.
- 5.5 Maintain good relations with all customers and vendors.
- 5.6 Initiate and put in motion job start-up procedures when the company is awarded new work. These procedures include, but are not limited to:
 - 5.6.1 Set up trailer, portable toilets, dumpsters, telephone lines, electrical, computer, and field storage.
 - 5.6.2 Set up housing, if required, for field personnel.
 - 5.6.3 Set up travel arrangements, as required.
 - 5.6.4 Verify that job files have been set up.
 - 5.6.5 Set up computer file folders, i.e., All Blank Docs, CO Logs, Lien Waivers, Outlook Files, etc. (See job start up procedure checklist). Set up job binder, complete with all local job information regarding permitting, ordinances, hospital info and maps. Prepare submittals to architect and follow through on approval.
 - 5.6.6 Verify that Certificates of Insurance have been obtained and sent to the appropriate authority.
 - 5.6.7 Verify that signed original contract has been filed in the Clerk of Courts Office of the applicable jurisdiction.
 - 5.6.8 Verify that Job Performance Bonds have been obtained and sent, when appropriate to the appropriate authority.
 - 5.6.9 Prepare the New Job Information Sheet and Project Startup Check List and forward to the President.
- 5.7 To make sure that field reports are received as per company guidelines and to inform the Project Manager for the assigned job when such field information has not been received.
- 5.8 Prepare, write and send letters, faxes, transmittals, etc. as required for proper project administration as approved by the Project Manager
- 5.9 Answer phones as needed.
- 5.10 File, as needed.
- 5.11 Maintain communication with the Project Manager, Construction Manager and the Director of Construction on a regular basis so as to ensure that all information is current. Responsible for briefing the Director of Construction on special circumstances, events or situations.
- 5.12 Subcontractor administration
 - 5.12.1 Prepare contracts and issue, when not bought out by Purchasing.
 - 5.12.2 Follow up on signatures and all required documentation including Certificates of Insurance and insured amounts are in compliance with subcontract.
 - 5.12.3 To assist in obtaining subcontractor Lien Waivers, including original signatures, if necessary.
 - 5.12.4 Prepare Field Change Reports, Back Charge Notices, RFI's, as instructed by Project Manager and send to the appropriate parties
 - 5.12.5 Obtain subcontractor and vendor invoice approvals
 - 5.12.6 Correspondence and all other field documentation as directed.
- 5.13 Superintendent administration
 - 5.13.1 To receive, verify, save, print, file and distribute accordingly, all incoming:
 - 1.1 Timesheets, including Expense Reports with receipts, Receiving & Inspection Logs, Job Progress Photos, Weekly Safety Meetings and Safety Reports, Daily Reports and 2-week Intervals.
 - 1.2 Field Change Reports, Back Charge Notices, RFI's
 - 1.3 Correspondence and all other field documentation as directed.
 - 1.4 Insure that Superintendents have all necessary tools in order to perform the job in the field, and assist in procuring materials.
- 5.14 Owner reports administration

5.14.1 Prepare necessary Owner Weekly and Bi-Weekly Reports from the job and send as instructed.

5.15 Close-out binder administration

- 5.15.1 Request and collect all equipment manuals & warranty information from the field.
- 5.15.2 Request and collect all necessary warranties (roof, EIFS, etc.) & test reports (test & balance), Inspections, "As Built" Drawings, and Certificates from subcontractors.
- 5.15.3 Pull, copy, and place in binders all required information in an orderly and organized fashion.
- 5.15.4 Transmit to Owner and / or Store Manager/Developer.

5.16 Punch list administration

- 5.16.1 Compile and prepare all punch lists (preliminary, final, updates) as instructed by the Project Manager, and enter into Master Builders.
- 5.16.2 Sort by responsible subcontractor, fax and verify receipt.
- 5.16.3 Distribute copy to job superintendent, project manager and Director of Construction.
- 5.16.4 5.17.4 Final owner walk through punch list. Follow up on punch list completion and sign off from Superintendent or store management.

5.17 Subcontractor/Vendor Invoice administration

- 5.17.1 Verify Subcontractors Contracts via Subcontractor Audit.
- 5.17.2 Obtain PM approval on all incoming job related invoices.
- 5.17.3 Verify material receiving ticket with the appropriate vendor invoice
- 5.17.4 Verify and complete necessary information.
- 5.17.5 Forward to Project Manager for approval.
- 5.17.6 Follow up (via e-mail, fax and/or telephone) on any outstanding/past-due invoices.

5.18 Periodic update of Project Cash flow sheet to be done in accordance with corporate policy.

- 5.18.1 Verify and update spreadsheet with Project Manager.
- 5.18.2 Update Vendor Information.
 - 2.1 Confirm that all Purchase Orders and Subcontractors are listed on the sheet.
 - 2.2 Confirm all approved Change Orders and retainage (if applicable).
 - 2.3 Confirm insurance is up to date.
- 5.18.3 Forward to Project Manager for verification and % Complete Approval based on most recent progress billing to owner.

5.19 Compile and prepare Change Orders for owners.

- 5.19.1 Coordinate all back-up documentation; prepare change and forward to Owner/Architect as instructed by the Project Manager.
- 5.19.2 Update Changes in Master Builders
- 5.19.3 Maintain Changes file for each job.
- 5.19.4 Follow up for necessary approvals and signatures.

5.20 Owner billing administration

- 5.20.1 Prepare all required documents for billing.
 - 1.1 Lien Waivers
 - 1.2 Owner required spreadsheets.
 - 1.3 Any other documents required.
- 5.20.2 Follow up on payments.

5.21 Miscellaneous & file administration.

- 5.21.1 Prepare all Misc. Job invoices to Owners (permits, miscellaneous fees).
- 5.21.2 Send to Accounting for posting.
- 5.21.3 Follow up on payments.
- 5.21.4 Prepare and Log all submittals after instruction from the Project Manager.

5.22 Aid Project Managers and Construction Manager as needed.

6.0 Measure of Performance

Performance evaluations will be done regularly on a 3-6 month basis via SuccessFactors, an on-line evaluation and performance management software. Criteria will be set in SuccessFactor for each job position based on adherence and demonstration of Devier's Core Values, Job Competencies, and Goals set by the department manager.

6.1 Exhibit the Core Values of the Organization

- 6.1.1 Define Success
- 6.1.2 Exceed Expectations
- 6.1.3 Value Communication
- 6.1.4 Inspires Others
- 6.1.5 Exceeds Expectations
- 6.1.6 Respects Others
- 6.1.7 We, not I
- 6.1.8 Accept Responsibility
- 6.1.9 Yes You Can!

6.2 Budget/Cost Control

6.3 Computer Skills

6.4 Listening Skills

6.5 Personal Organization

6.6 Problem Solving/Analysis

6.7 Productivity

7.0 Skill Set Levels

Level One:	A Level 1 PC is learning the DEVIER WAY, Policy and Procedure, and the individual Duties & Tasks of the PC
Level Two:	A Level 2 PC understands all of the above and is responsible for 1-2 jobs at a time
Level Three:	A Level 3 PC understands all of the above, has comprehensive knowledge of Devier's Policy and Procedures and is responsible for 3-4 jobs at a time
Level Four:	A Level 4 PC Understand all of the above and can handle 5 or more jobs at a time
Level Five:	A Level 5 PC understands all of the above and is capable of training other PCs

8.0 Acknowledgements

I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that management has the right to change this job description at anytime

Employee: _____

Reviewed By: _____

Approved By: _____

Date Posted: _____

Date Hired: _____