<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Coordinator</td>
<td>Various Locations - US</td>
</tr>
<tr>
<td>Classification:</td>
<td>Exempt/Non-Exempt</td>
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<tr>
<td>Field</td>
<td>Non-Exempt</td>
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</table>

**Role Information:** *(key responsibilities and accountabilities of the role)*

**Functional Manager/Discipline Head:** Project Manager  
**Line Manager:** Superintendent

**Function:**

Provide day-to-day input concerning project performance to support high level business decision-making.

**Job Specification:** *(including geographic spread, direct reports etc.)*

- Assist Superintendent and Project Manager as required
- Receive, log, file, check and control shop drawings
- Initiate and monitor quality control program
- Expedite and coordinate delivery of materials
- Report quantities installed
- Quantity take-off for field procurement and change orders
- Maintain as-built documents
- Assist project manager and superintendent in preparing and updating schedules
- Maintain change order log
- Prepare close out documents
- Prepare and maintain RFIs, submittals and any other log
- Additional requirements deemed necessary by Project Manager
- Estimate and bid work as needed

**Technical/Business Skills, Experience, and Training:** *(e.g. project management methodologies, negotiating terms & conditions, cost models, etc.)*

- Required to understand the technical scope of the work, the correct sequence and duration of activities to create a viable project plan to achieve the project objectives.
- Expected to recognize and communicate opportunities to optimize activities to efficiently execute the plan.
- Expected to understand project KPIs and unique reporting requirements of projects and report accordingly.
- Scheduling Software (Primavera, Microsoft Projects, SPS, etc.)
- Estimating Systems (Timberline, WinEst, etc.)
Responsible for: *(including supervisory/managerial duties, health & safety responsibilities)*

This position will assist Project Controls and the Estimator with bid packages, build-ups, change orders, etc., but will also assist with the award of new work throughout the US.

Yes [ ] No [x] Does this job have supervisory responsibilities?

Yes [ ] No [x] Are there subordinate supervisors reporting to this job?

How many employees are directly supervised by this job? 0 (zero)

### Technical/Business Skills, Experience, and Training:
*(e.g. project management methodologies, negotiating terms & conditions, cost models, etc.)*

- Required to understand the technical scope of the work, the correct sequence and duration of activities to create a viable project plan to achieve the project objectives.
- Expected to recognize and communicate opportunities to optimize activities to efficiently execute the plan.
- Expected to understand project KPIs and unique reporting requirements of projects and report accordingly.
- Scheduling Software (Primavera, Microsoft Projects, SPS, etc.)
- Cost Engineering Systems (PRISM, Hard Dollar, Primavera Cost Manager, etc.)
- Estimating Systems (Timberline, WinEst, etc.)
- Finance Systems (Oracle, SAP, etc.)

### Education, Certificates, Licenses, and/or Registrations: *(desirable/required)*

- Bachelor’s degree in construction management or engineering
- Associate Constructor certification

### Computer Skills:

- Basic Computer Skills: Use personal computer hardware and software to perform basic tasks to convey and retrieve information via email and the internet.
- Intermediate Computer Skills: Uses Microsoft Office Suite to perform a variety of tasks.
- Specialized Computer Skills: Uses specialized desktop publishing or custom applications to publish documents or manage large amounts of data.