



Orren Pickell Building Group, LLC
Job Description
PROJECT COORDINATOR

Job Title: Project Coordinator
Division: Orren Pickell Building Group, LLC
Reports To: Senior Project Coordinator
FLSA Status: Exempt
Prepared By: Lisa Pickell
Revision Date: January 14, 2020
Approved By: Lisa Pickell, President
Approved Date: January 14, 2020

SUMMARY OF POSITION

A project coordinator oversees construction projects with the project superintendent to coordinate estimates, subcontractors' prices, resources, materials and scheduling for remodeling and new construction projects. A project coordinator exercises independent judgment to ensure that projects are undertaken and completed to the company's standards. Work load and direction is provided by Senior Project Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review 7-signature drawings for adherence to codes, errors and omissions
- Negotiate contracts with suppliers and subcontractors
- Determines costs and materials for change orders, provide information to clients and obtain client's approval for changes.
- Prepare and distribute purchase orders for materials and subcontractor work.
- Serve as liaison to customers, field superintendents, and material suppliers during construction.
- Evaluates policies and procedures in project coordination process for improvements.
- Mediates field problems or disputes to ensure timely completion of project.
- Supervises distribution of change orders to clients and variance purchase orders to vendors.
- Meets and guides customers and/or designers through Phase II – IV selections process.
- Process customer specification changes
- Monitors each job cost to ensure proper reporting
- Provide product knowledge to customers
- Maintain positive vendor relationships
- Identify, screen and evaluate new subcontractor's work
- Report task completion into Primavera schedules
- Review client Primavera schedule
- Assist superintendent in problem solving
- Determine holdback amounts for incomplete work at customer occupancy
- Attend weekly staff meetings for project feedback and updates

- Perform related duties as assigned or needed.

QUALIFICATIONS

A Project Coordinator must be able to work independently and have the drive to serve the department well and in a timely fashion. The Coordinator is a role that requires industry and project experience with in-depth knowledge of the construction industry. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Able to plan, organize and supervise multiple projects.
- Able to make independent decisions and work independently.
- Exceptional 'people skills' with ability to present ideas and negotiate.
- Able to understand and follow oral and written instructions and to carry them out.
- Product knowledge of the construction industry and operations, including latest products and manpower requirements.
- Proficient at Microsoft Word and Excel
- Typing skill in excess of 50 words per minute.
- Detailed oriented.
- Able to maintain harmonious working relationship with other employees, subcontractors and clients.

EDUCATION and/or EXPERIENCE

Requires Bachelor's Degree in in Construction/Project Management or related degree with two (2) years' experience; or equivalent combination of training and/or experience.

LANGUAGE SKILLS

Strong knowledge of English (spelling, punctuation, grammar, format and tone) and of office practices and procedures.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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.

While performing the duties of this job, the employee is frequently required to use hands to type, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Office and showroom environment. When attending meetings on project site, protective clothing and shoes are required.

COMPENSATION

Commensurate with experience

CORE VALUES

INTEGRITY To always work with the greatest integrity. Integrity is not just what you say, but what you do. It goes far beyond simple honesty, though that is at its heart. It encompasses the integrity of our staff, the integrity of each design, and in the end, the integrity of the project itself.

PRIDE To never lose the intense personal pride and passion we feel in our work.

TEAM To build our team around outstanding people...people with great heart, people who love what they do, people with a burning desire to be the best at what they do.

COMMITMENT To focus on exceeding client expectations.

QUALITY To never bend or cut corners on quality. In the end, imagination, creative energy, commitment, and unsurpassed quality are what we are all about.

VALUE To design, build, remodel, and maintain our clients' homes as a lasting family legacy and to always ensure that every home is a superb value and investment.

