



PROJECT COORDINATOR

Reports To: Project Executive

Context: Facilitator

Position Summary: The Project Coordinator is responsible for working directly the PM in project specific tasks; as well as a moderate amount of contract administration between Dickinson Cameron and Clients & Subcontractors respectively.

Qualifications:

- Minimum 2 years of experience with a commercial general contractor/construction manager, preferable in Tenant Improvement.
- Basic knowledge with reading construction plans.
- PC proficiency is essential with Microsoft Office and a strong working knowledge of Excel and a sophisticated construction package is preferred.
- Bachelor's Degree a plus.

Roles:

- Sub-contractor Bid Manager
- Project Start-up Manager
- Informational Manager
- Billing and Contract Administrator
- Job Site Support
- Closeout oversight

Skills & Abilities:

- Strong communication skills and interpersonal faculties.
- Ability to work well under pressure with an acute sense of urgency.
- Problem solving skills.
- Proactive approach, able to think ahead.
- Results oriented and deadline sensitive.
- Ability to work in a small company culture with strong team environment.
- Ability to work independently with little direction.
- Ability to be highly organized, detail oriented & ability to prioritize multiple tasks at once through to completion.

- Work well in a group setting.
- Think creatively with sound judgement.

Key tangible metrics for achievement:

1. Sub-contractor Bid Manager

- Sufficient trade coverage exists for all proposals; every scope has a sub-contractor's bid.
- Sub-contractor's bids are well organized within project bid file
- Invitation to Bid and any amendments are issued through Bid Mail.
- Assist Project Manager with well written scopes; no holes exist.
- Sub-contractor Certificate of Insurance are obtained during bid process when possible and have proper coverage.

2. Project Start-up Manager:

- Job start-up form is completed prior to day one and matches the costs proposed on the final approved bid.
- Most current mall rules and regulations are obtained prior to bid (when applicable) or prior to possession of the job site.
- Permits are issued and in DCC's possession.
- Certificate of Insurance's are submitted to landlord/Owner (when necessary) prior to pre-construction meeting.
- Sub-contractor Certificate of Insurances are obtained prior to award and have proper coverage.
- All mall construction deposits are submitted and all mall fees paid prior to possession.
- All subcontracts are entered into Timberline and sub-contractors agreements are issued.
- Superintendent transportation and housing is set up and within budget.
- Job logs (to include submittals, change orders and RFI's) are set up and ready to use.

3. Informational Manager:

- Project logs are current; they are maintained on a regular basis, at minimum weekly and are always up-to-date prior to any Owner calls.
- Involved in all OAC calls in order to gain feedback and insight into progress of job and to report on Project Logs.
- RFI's are reviewed, written and distributed to client in a timely manner.
- Submittals are processed and distributed to client/ sub-contractors in a timely manner. Project schedule is not negatively impacted because RFI's or Submittals

are not timely.

- Project logs include submittal log, RFI log, change order log, drawing log, and site photo reports.

4. Billing & Contract Administrator

- Billing report is updated weekly with invoices and approved change orders.
- Purchase orders and material deposits are issued to suppliers and sub-contractors routinely.
- Job costs reports are kept up-to-date and are accurate at least weekly, in both Timberline and project file.
- When received, sub-contractor and supplier invoices are processed immediately to ensure timely payment.
- Sub-contractor change orders are entered into Timberline and distributed to Sub-contractors routinely or weekly.
- When required by Project Manager Owner change orders are written, submitted and logged as directed by Project Manager.
- Lien releases received from contractor is in accordance with monthly billing.
- Approved client change orders are provided to accounting to suit billing schedule.
- All vendor and sub-contractor final invoicing is submitted to accounting along with final lien releases.

5. Job Site Support

- Standard DCC safety packages are delivered to job site at time of possession.
- Mall rules and regulations are followed.
- Book all Superintendent flight, hotel and travel expenses conscious of budget.
- Good relationships are developed and maintained with Mall Manager, Mall personnel, Superintendents and Field Operations Managers.

6. Closeout Manager

- Closeout process is initiated and given to Project Assistant to complete closeout file.
- Closeout items are ensured to be complete, accurate and well organized.
- Closeout items could include but not limited to; closeout punchlist with owner and architect, contractor's affidavit, project directory, Certificate of Occupancy, warranties, operation and maintenance manuals, etc.
- Ensure Superintendent returns and sends all documentation kept at the site (i.e. inspection reports, permit cards, signed punch-lists) back to the Project

Coordinator to include in the Closeout file.

- Closeout is completed within 45 days of project turnover.

Intangible:

- Commitment to excellence, company goals and expectations.
- Clients feel connected and in-the-know and trust DCC's capabilities to complete tasks/jobs, always giving our best effort.
- Project Executives and Project Managers feel confident that they can rely on the Project Coordinator at all times.

I have read and understand the functions outlined in this description for Project Coordinator. I understand these duties can be modified, changed or deleted at any time by management, with our without prior notification. I am able to perform these functions, with or without reasonable accommodation.

Print Name: _____

Date: _____

Signature: _____