

 <p>McPHERSON CONTRACTORS, INC. Building Trust, Relationships & Work We're Proud Of</p>		POSITION DESCRIPTION		
		PROJECT COORDINATOR		
Review Schedule:	Annually	PD-019	Approved by:	
Last Reviewed:	11.08.17		Date of Approval:	

Summary/Objective
<p>Project Coordinators (PC's) work closely with Project Managers (PM's) to monitor, review and understand contractor and subcontractor performance billings. They perform various tasks, such as schedule management along with administrative duties, maintaining project documentation and handling financial queries. To succeed in this role, PC's should have excellent time management and communication skills as they collaborate with clients and internal teams to deliver results on deadlines. Ultimately, the PC's duties are to perform the administrative functions that ensure projects are completed on time, within budget and meet the highest quality standards.</p>
Essential Job Duties and Responsibilities
PHASE ONE:
Create the Project Book. Create all blank templates for the project and all job files.
Set up the ProCore file and verify it with the plans and specification to make sure all submittals are accounted for and listed and all closeout items are listed.
Develop the subcontractor list from approved bids and sort by division for the project manager to use when writing contracts. All other bids not used need to be filed in case a sub has to be changed.
Weekly or daily meetings with PM to keep updated on the job.
PHASE TWO:
Maintain files on and process Change Orders, RFI's, ASI's RFP's, Budget Changes, and Submittals.
Develop and submit monthly client pay apps.
Create Contracts, Purchase Orders, Front End documents, SCA's and maintain files for all subcontractors and suppliers to track job costs.
Read specifications and copy the following for reference: Final completion date, Phase deadlines, payment application process, proprietary products, divisional list for contract documents
Track the following: Subcontract/Purchase Orders, Insurance Certificates, W-9's, Hold Harmless Agreements, Project personnel lists, any applicable Bonds. Track payments to subcontractors and related lien waivers.
Daily meetings with PM to keep updated on the job.
CLOSEOUT PHASE:
Create digital and paper versions of Closeout Book to include: Contact Lists, Permits, Workmanship Warranties, Product Data, Warranties, O&M Manuals
Confirm with jobsite Superintendent as-builts are up to date.
Contact all subs for closeout documents and workmanship warranties.
Weekly or daily meetings with PM to keep updated on the job
Final Pay Application
Other duties as assigned.
Qualifications:
Education:
Some university education preferred, experience may be substituted.
Experience:
Must have two years' experience in construction industry, above average communication skills and be able to interact regularly with diverse groups, from construction workers to owners. Should have advanced knowledge of spreadsheet software, word processing software, office copiers, printers and

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relevant computer programs. Must also have outstanding time management skills to maintain the project schedule, budget and quality.