



PROJECT COORDINATOR

Summary/Objective

The project coordinator provides administrative support to the project management and service teams through the following duties

Essential Functions

1. Verify necessary documentation exists at project start including plans, specs, vendor quotes, and bid package documents
2. Review contract documents as required by assigned Project Manager
 - a. Architectural plans & details
 - b. Specifications
 - c. RFI's, ASI's etc.
3. Verify material quantities & sizes, model numbers, etc with project estimate.
4. Process all required documentation for safety, JHA and LEED
5. Issues PO's to vendors as needed to protect pricing and generate submittals
6. Process submittals based on plans, specs, proposals
7. Conducts hand-off meeting with PM when submittals are completed
8. Maintains appropriate project schedule based on information from the general contractor
9. Prepare project installation field folder information
 - a. Project information
 - b. Highlighted architectural drawings
 - c. Vendor shop drawings
 - d. Map to job site
 - e. Service stickers
10. Assists PM with ordering materials based on approved submittals
11. Assists PM with compiling change order pricing
12. Represents Powers at job site meetings, as assigned by PM
13. Maintain Project status information in ACT
14. Prepare closeout documents for assigned projects
 - a. As-built shop drawings
 - b. Vendor warranties
 - c. Operations & maintenance manuals
15. Move all completed projects to completed projects folder by applicable year

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