



Position Description

Position Title: XBE & Project Coordinator

Reports To: Bob Crowder, VP of Construction

Classification: Full-time, Exempt

Summary

This position is responsible for assisting the VP of Construction with administrative tasks to aid in all processes and procedures of Construction. The Project Coordinator supports the Project Managers and all Construction team members in ensuring projects are completed within budget and on schedule. The Project Coordinator is the support staff person between the Project Manager, Site Superintendent, Design Team, and Owner, assisting the Project Manager and Superintendent with the organization, scheduling, and implementation of construction projects. This position oversees document control for multiple projects, from the plans and specifications, to RFI's, submittals, government compliance, and project O & M manuals upon completion of the project. It is the responsibility of a Project Coordinator to help protect and promote Keystone Construction's interests in all matters and to do whatever is reasonably necessary to carry out the position's duties and responsibilities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists VP of Construction with administrative and management tasks to aid in all processes and procedures of Construction.
- Assists with the overall project management responsibilities including, account management, billing, scheduling, estimating, budgeting, and coordination of subcontractors and vendors.
- Manages online project management platform – Procore and PlanGrid
- Maintains control of all project documentation.
- Maintain and distribute project plans.
- Maintain and updates project records.
- Assists the Project Manager/Superintendent in creating and distributing the project schedule.
- Assists in managing submittals from subcontractors to A/E for approval for all scopes of work based of the plans and specifications.
- Assists the Project Manager/Superintendent in managing RFIs.
- Assist Project Manager/Owner in getting building permits for the project.
- Assists with project change order and job cost management.
- Assists with site safety documentation and coordination, as needed.
- Assists with closeout of construction projects. Manages documentation for Operations and Maintenance Manuals.
- Assists accounting with monthly subcontractor billings and pay applications, including subcontractor communication and coordination of required paperwork.
- Assists Project Manager/Superintendent with assigned tasks.
- Works in coordination with Project Manager to protect company's interest and simultaneously maintain good relationships with the clients, A/E, subcontractors, vendors, and various project stakeholders.

- Assists Pre-Construction Director on various aspects of the bid process, including managing online BuildingConnected bidding platform, subcontractor communication, and organizing incoming bids for final leveling and selection.
- Communicates and interacts with various professionals related to the construction field and jobsite, including owners, architects, subcontractors, and vendors.
- Attends and assists with coordination of staff and jobsite meetings.
- Coordinates, manages, and maintains compliance data and documentation required for government-funded projects, including monthly reports to OMWBD and coordination/communication with subcontractors to gather required documentation,
- Maintains direct relationship with OMWBD/XBE & Compliance Consultants, including monthly project update meetings.
- Assists with communication with owner/clients regarding XBE requirements, plans, and progress.
- Assists in executing project XBE plans, including coordinating XBE outreach and Good Faith Efforts.
- Provides direct backup support for Construction Coordinator, including contract creation.
- Provides direct backup support to Front Desk operations.

Non-Essential Functions and Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Other duties and activities may be assigned by senior management and essential functions are subject to change at any time with or without notice.

Position Requirements

This position requires a bachelor's degree in construction management, construction science, construction engineering, civil engineering, or a related field and at least one year of project engineer experience in multi-family, mixed-use, urban high rise, and/or commercial construction. Competencies for this position include:

1. Project coordination
2. Ability to understand project plans and specifications
3. Communication proficiency
4. Leadership skills
5. Mathematical skills
6. Teamwork orientation
7. Time management
8. Problem solving/analysis

Position Preferences

Having a bachelor's degree and at least three years of construction project engineering experience in multi-family, retail, medical, hotel, high-rise, and/or educational construction projects is preferred for this position. Possessing project engineering experience in at least three of the aforementioned construction types is highly preferred.

Work Environment

This is a full-time position that operates in a professional office environment and on job sites. While in the office, a project engineer routinely uses standard office equipment, such as computers, phones, photocopiers, filing cabinets, and fax machines. While performing the on-site duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts, and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level at the job sites can be loud. This position is sometimes performed in outside weather conditions.

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. A Project Engineer is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. A Project Engineer must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Personal Work Relationships

Must have the ability to work well with other employees, as well as with the general public, while maintaining a positive attitude at all times.

Travel

Occasional travel to job sites within the State of Indiana is expected.

Supervisory Responsibilities

This position does not have any anticipated supervisory responsibilities.

Notification

Keystone has made it a priority to meet with and hire from a diverse pool of candidates. Keystone is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.