



Employee Requisition Form

Position to Be Filled: Project Coordinator

Purpose: Responsible for acting as a key liaison by helping to ensure that work orders are documented and tracked, provisioned, installed, billed, and maintained correctly through partnerships with the Engineering and Maintenance Teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide documentation of construction process to include all events affecting the project.
• Maintain liaison between contractor and Engineering Manager/Director during construction to resolve problems, and to maintain project schedule and budget.
• Coordinate communication for all project related service interruptions to minimize conflicts and avoid construction delays.
• Prepare daily/weekly/monthly reports of project activities and other reports as needed.
• Oversee the administrative / clerical functions of project.
• File and maintain project master files and job contract files.
• Prepare and process change orders, submittals, purchase orders, meeting minutes, and prepare project schedules.
• Assist Engineering Manager/Director with completing punch list, typing correspondence and preparation of bid packages.
• Maintain time, material and equipment use records, requisitions supply and materials.
• Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
• Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
• High school diploma or general education degree (GED) required.
• Must possess a valid California Driver's License.
• 2 years construction administrative experience/or coordination experience in related fields
• Must be able to read blueprints.
• Any other duties as assigned.

Reports To: Director of Facility
Approximate Hours: Full-Time
Filling Deadline: Open Until Filled

