

JOB DESCRIPTION

Diocese of Orange, Pastoral Center

POSITION TITLE: Construction Project Coordinator

FLSA STATUS: Exempt

PAY RANGE: \$85,000 to \$95,000
based on qualifications, experience, education

DEPARTMENT: Office of Real Estate and Construction

REPORTS TO: Sr. Construction Project Manager

SCHEDULE: M – F, occasional weekends, and evenings

SUPERVISORY RESPONSIBILITY: None

INTERNAL/EXTERNAL CONTACTS: Priests, Business Managers, School Principals, Cemetery Department, Accounting Department, Government Agencies, Construction Managers, Architects, Contractors, Subcontractors and Vendors.

PRIMARY PURPOSE:

As a Construction Project Coordinator, your primary responsibility is to ensure the successful completion of projects. You will play a critical role in ensuring the delivery of projects on schedule and within budget. This position has visibility with regards to Diocesan representation to contractors, vendors, and the public.

ESSENTIAL FUNCTIONS:

- Assist the Construction Project Manager with organizing construction projects from preconstruction to closeout.
- Liaison between Construction Project Manager, project architects, designers, cities, internal stakeholders, and field personnel.
- Assist in the development of budgets and schedules.
- Conduct bid analysis, constructability reviews, and permit processing.

- Manage requests for information (RFI) and submittals, routing, and recording.
- Manage change order requests (COR) and ability to recognize errors in request and in billing.
- Monitor and track project quality control metrics and activities on a regular basis
- Provide timely and accurate reports and raise issues to Construction Project Manager as appropriate.
- Provide information to all team members to ensure work complies according to construction documents and specifications.
- Conduct job walks to inspect all work to assure compliance and safety.
- Monitor the completion of a punch list in a timely manner.
- Secure the closeout documents of a project.
- Communicate in a professional manner with parishes, schools, contractors, and vendors on behalf of the Real Estate and Construction team.
- Manage and monitor RFP/bid process beginning to end. Creates, distributes, and collects bid request packages. Communicates selection results to appropriate representatives. Maintain bid files.
- Draft construction contracts, purchase orders, change orders, project approval letters, capital requests, payment requests and wire transfers. Routes through complete execution process. Follow-up as needed to ensure deadlines are met.
- Maintain electronic project files and budgets updated; distribute weekly general contractor payment status reports and monthly budget reports to Construction Project Manager.
- Coordinate with government/city agencies pertaining to plan submissions and permit applications/approvals. Conduct due diligence on city requirements/criteria for fences, signage, and building permit submittals.
- Schedule and attend OAC Meetings to record minutes and perform other work-related tasks as needed.

REQUIRED:

- Minimum five years of construction experience
- Degree in Engineering or Construction Management preferred but not necessary.
- Ability to read and comprehend plans and specifications.
- Excellent time management skills, problem-solving skills, and attention to detail, capacity to prioritize by assessing situations to determine urgency, and ability to undertake self-directed tasks when necessary.
- Proficiency in the use of computer programs: Microsoft Office (Excel, Word, Outlook, Publisher), Adobe, and Microsoft Project.
- Excellent communication skills required for interaction with architects, engineers, and consultants.
- Self-motivated and proactive with ability to follow procedures, work within established guidelines, and work independently as needed. Flexible and adaptive to change.
- Works well in a team environment. Maintain a courteous and professional demeanor; maintain confidentiality.
- Great attitude, flexible and adaptable to change.

DESIRED:

- Skills in Adobe, InDesign, Photoshop, MS Project, ProCore, Document Control, Microsoft Project, and Change Management Platforms.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

<i>Typical Working Conditions:</i>	Office environment.
<i>Equipment Used:</i>	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, and paper shredder.
<i>Essential Physical Tasks:</i>	Communicate, move, remain stationary, reach, and occasionally carry materials weighing up to 30 lbs. Stand for long periods of time.