

FPS

Job Description

Job Title:

Construction Coordinator

Step:

FBS Code:

FLSA Status:

Nonexempt

FLSA Type:

Administrative

Mgt Responsibilities:

N

Freedom to Act:

General Direction

Functional Area:

Department:

FPS - Nevada

Last Change Date:

04/13/23

Compensation Guidelines

Salary Grade:

Bonus Eligible:

Commission Eligible:

Car Eligible:

Job Summary (maximum of four sentences)

Provides administrative and high level clerical work organizing, coordinating, researching, compiling and exchanging (and sometimes analyzing) information for the-Construction Department. Assists in implementing department activities and communications, internal and external. Sets up and maintains files and records. Compiles regular and special reports using established formats and procedures.

Job Qualifications (minimum requirements)

Educational Requirements:

High School Diploma or General Educational Development Diploma (GED).

Experience Requirements:

Five years minimum of Construction Contract Administration experience.

Other Requirements:

Position requires proficient knowledge of Microsoft Office software, standard office and accounting practices Experience with PC based word processing, spreadsheet, and database applications. Strong communication, interpersonal and customer service skills required to interface with Customers and Construction personnel. High level of detail, organization and time management skills. Fire Protection background a plus.

Working Conditions / Physical Requirements

While performing the duties of this job, the environment is general office work and the employee is regularly required to talk, hear, see, sit and use hands.

#	Essential	Primary Responsibilities
1	Y	Keep up to date records on special vendors - provide backup of all correspondence and service needed through completion.
2	Y	Enter service vendor's PO's and process invoices for approval prior to end of month so service can be billed in a timely manner.
3	Y	Follow up with service vendors for invoices so they can be processed and WO's billed by end of month.
4	Y	Maintains the integrity of the Construction Contract files.
5	Y	Back up contract coordinator as needed.
6	Y	Assist Office Manager with task as needed.
7	Y	Responds as necessary to requests for information or additional projects as defined by management
8	Y	Review and update various administrative reports.
9	Y	Adheres to company policies and procedures.
10	Y	Interacts with customers in an effort to provide the best quality service. Diligently strives for customer satisfaction in the area of contract administration, satisfying all paperwork requirements in a timely manner.
11	Y	Maintains the confidentiality of all information processed.
	Y	Assist other coordinators with follow up as needed.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.