

JOB DESCRIPTION

Job Title:	Field Coordinator		
Date:	Updated 1/03/12		
Division:	Construction Project Solutions/Field Services		
Employment Status:	Open	Job Location:	Knoxville, TN
Manages Others:	No	Employment:	Full-time
Job Description:			
<p>Position has responsibility for providing construction management services on large construction projects. Responsible for creating, implementing, and monitoring site safety plans. Performs quality assurance activities on civil, structural, architectural, instrumentation, electrical, mechanical and other equipment. Responsible for preparing detailed modifications, solutions, safety, and project status reports. Performs duties with a maintained focus on customer satisfaction.</p> <p>Responsibilities:</p> <p>Office Administration:</p> <ul style="list-style-type: none"> • Oversee daily activities of office personnel; • Coordinate with the Project Engineer (PE) on all office matters/issues; • Coordinate with the PE on manpower planning; • Coordinate with the Document Control Specialist on-site on record keeping policies and procedures; • Coordinate with the design staff on status updates of project review; • Prepare and assist with contract administrative actions, such as correspondence, attending meetings, and daily quality assurance reports; • Provide assistance with response to questions relating to weekly and monthly progress reporting; <p>Quality:</p> <ul style="list-style-type: none"> • QA/QC all documentation for project closeout; • Review all incoming test results, plans, and reports for QA; • Review and certify all incoming payroll from contractors for client requirements; • Review all office status reports of QA, such as technical documents and submittals for completeness; • Review all weekly construction reports for accuracy; • Review and process all contractor pay estimates; • Review all change order documentation; • Review all Daily Work Reports; • Review construction for compliance with contract documents; • Observe installations and coordinate their operations to avoid conflicts with other contractors; • Review construction safety plans and activity hazard analysis; • Observe QA and site safety activities, such as on-site inspections and testing and coordinate exterior/interior utilities construction; <p>Technical:</p> <ul style="list-style-type: none"> • Witness, document field tests, provide technical solutions, and conflict resolutions related to contract drawings and specifications information; • Coordinate with PE on all project closeout documentations; • Coordinate with Contractor on all deliverables required for project closeout; • Recommend monthly percent complete based on project time; • Coordinate with Contractor on any and all pay item inquires and disputes; • Submit bi-weekly status update on all project closeouts to the RE for review; • Maintain all tracking documentation for various funding sources on all projects; 			

- Coordinate with Contractor and other required personnel on all Site issues and inquiries;
- Coordinate with required personnel on materials testing, testing results, deficiencies and all project closeout requirements;
- Keep track of construction schedules and contract time extensions and recommend actions for Contractors' non-compliance;
- Prepare/assist in preparation of cost estimates and cost analysis for client review and approval;
- Contract time review and analysis;
- Responsible for as-built drawing process;
- Maintenance and closeout of project records in accordance with client requirements.

Education, Experience, Skills, & Software:

Education:

- High school diploma or equivalent required; two- or four-year college degree or equivalent desired.

Experience:

- 5 years minimum construction experience on water/wastewater projects desired.

Skills:

- Sound knowledge of quality assurance principles and practices;
- Working knowledge of code for inspection on interior and exterior systems;
- Ability to implement and adhere to health and safety techniques;
- Ability to manage multiple projects simultaneously, set priorities, and meet deadlines;
- Work independently with a high degree of initiative required;
- Strong analytical/problem resolution skills;
- Proficient math skills;
- Must have excellent verbal/written communication skills and effective interpersonal skills.

Software:

- Microsoft Office Suite

Working Conditions & Physical Requirements:

Work is generally favorable and performed within an office and construction environment, with standard office equipment available. Sitting, walking, standing for long lengths of time, and using numerous safety precautions while, stooping, climbing on elevated work areas, walking over rough/uneven surfaces, using man-lifts, entering high voltage areas, working on floating plant, and other typical construction site activities are required to complete work. On occasion, lighting and temperatures may vary and maybe subject to other hazardous or unpleasant conditions caused by noise, dust, etc. Work may be subject to outside environmental conditions to review completion and/or status of construction projects. Daily field trips require use of hard hat, steel toed boots, and eye and/or ear protection. Must have good vision and be able to read, write, and communicate fluently in English. Occasional overtime may be required to meet project deadlines. Some travel may be required for the purpose of training, meeting with clients, stakeholders, or off-site personnel/management.