



JOB PROFILE INFORMATION

POSITION TITLE : **Project Coordinator**
LOCATION : **Project Site(s)**
REPORTS TO : **Project Manager/Site Manager**

SUMMARY OF ROLE

Project Coordinators are responsible for the administration of contracts and contractual obligations including those relating to sub-contractors, contract changes, order changes, drawings, material requisitions, budget monitoring, and project organization and reporting.

KEY CUSTOMERS SERVED

- Owner's representatives
- Site Manager/Project Manager
- Company Managers
- Site Employees
- Tool, Purchasing and Estimating Groups

KEY RESPONSIBILITIES AND/OR SERVICES PROVIDED

- Represents Montgomery Industrial Services Limited to the owner in a professional and fair manner
- Follows direction from Montgomery Industrial Services Limited Manager/Project Manager
- Understands the project budget
- Awareness, maintenance, progress, and issuance of the project schedules
- Fully understands the project scope
- Understands and administers the contractual agreements between Montgomery Industrial Services Limited, the owner and our suppliers/sub-contractors and ensures that all conform to the contract documents
- Addresses all relevant issues with the appropriate correspondence in a professional manner
- Ensures the project is executed in a safe manner following the Montgomery Industrial Services safety policy and OSHA guidelines
- Ensures the appropriate level of quality assurance is applied to the project with the appropriate resources
- Develops or monitors project requisitions and works with the central purchasing group to obtain all material in accordance with project schedules
- Monitors and reports productivity to the Site Manager/Project Manager
- Understands job costing and tracking reports, i.e. dollars, hours, schedule, etc.
- Assembles estimates for projects and project extras
- Track status of open issues (extras, RFI' s, NCR's, risk register)

PERFORMANCE CRITERIA

- Project status awareness
- Organization, accuracy and efficiency
- Follow direction from Site Manager
- Proactive assessment of project needs
- Ability to work independently and efficiently

PERSON SPECIFICATIONS

Knowledge and Education Requirements

- Professional Certification as Foreman through CCA Gold Seal Program is a definite asset
- Bachelor's Degree or Community College Technologist/Technician Diploma (C.E.T. desired)

Specific Experience or Skills

- Demonstrated understanding of scheduling, job costing and project tracking systems
- Must have strong technical, interpersonal and organizational skills

Personal Attributes

- Well organized
- Result-oriented
- Excellent communicator
- Team player
- Demonstrates creativity, initiative and perseverance
- Detail-oriented
- Excellent decision-making and problem-solving skills