



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Construction Project Coordinator</b>
<b>DEPARTMENT:</b>	Construction Management
<b>REPORTS TO:</b>	Senior Director of Construction Management
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	<b>Exempt</b>

**POSITION SUMMARY:** The Construction Project Coordinator supports the Senior Director of Construction Management with day-to-day management of the Foundation’s large capital projects.

**PROGRAM MISSION:** Construction Management exists to develop and enhance properties of the H. E. Butt Foundation to meet guest, employee, and environmental needs.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

**ESSENTIAL FUNCTIONS:**

- Ensure all contract documents represented by working drawings and specifications are properly executed by contractors
- Assist in planning and managing single-trade projects as well as supporting the Sr. Director of Construction Management on larger, more complex projects
- Responsible for solicitation and execution of proposals by contractors, scheduling of projects, and project closeout
- Verifies contractor compliance with codes, regulations, drawings, and specifications
  - Ensure contractor activities follow Foundation standards and guidelines
- Establish and maintain project files and correspondence
- Verify payment for all materials stored and billed for on and off-site, check submittals against materials used, and verify the installation of materials and equipment
- Acts as a liaison to Foundation stakeholders and end users to ensure project coordination and communication is managed effectively
- Establish and maintain a professional working relationship with architects, engineers, testing labs, contractors, and Foundation staff
- Support with reporting for construction projects
- Performs other job-related duties as assigned

**QUALIFICATIONS:**

- Bachelor's degree in Construction Management or related field required
- A minimum of 3 years of related experience required
- Proficient in Microsoft Office suite software
- Adept in construction management software (such as Procore)

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Communications skills – written and verbal
- Planning/Organizing
- Analytical/Research skills
- Problem-Solving/Reasoning/Creativity
- Computer/Technical Literacy
- Flexibility/Adaptability/Managing Multiple Priorities
- Excellent Interpersonal skills
- Multicultural Sensitivity/Awareness
- Construction Means and Methods

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

**Mental and Physical Demands**

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 50 pounds. Ability to be physically active for 8+ hours at a time, with appropriate breaks. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Will experience prolonged periods sitting at a desk and working on a computer.

**Environmental Factors**

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). This job operates in a construction and camp setting and will experience exposure to weather related conditions while working outside. The employee must be able to work between camp and office facilities on uneven terrain, as needed. This position must travel between multilocal job sites such as San Antonio, Kerrville, and Leakey, Texas. Frequent visits to jobsites are required.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE