



## **Job Description**

### **Job Summary:**

The Construction Coordinator supports the planning, coordination, and execution of field construction activities. This role acts as a critical liaison between the Construction Manager, Superintendents, and project teams to ensure field operations meet project timelines, safety standards, and quality requirements.

### **Key Responsibilities:**

- Support day-to-day construction activities and monitor job site progress.
- Coordinate between Superintendents, subcontractors, and suppliers to align daily tasks.
- Support with resource scheduling.
- Review construction plans and documents to ensure field alignment with design scope.
- Assist with material tracking, equipment scheduling, and crew resource allocation.
- Assist with equipment inventory and scheduling.
- Assist with obtaining equipment quotes and ordering.
- Maintain and update construction logs, daily progress reports, and time sheets.
- Communicate site issues, delays, or changes to the Construction Manager promptly.
- Assist with quality inspections, safety observations, and compliance audits.
- Support project kick-offs, toolbox talks, and field safety briefings.
- Ensure red-line drawings and field changes are documented and submitted for record.
- Act as field-level support for site conflict resolution and coordination issues.

### **Qualifications and Education Requirements**

- Secondary level education in construction management.
- Proficient with Microsoft suite and Microsoft project software.
- Experience with managing industrial installation projects.
- Knowledgeable with OSHA standards.
- Understanding of API 12B and AWWA standards.

### **Preferred Skills**

- Strong site leadership and communication skills.
- Proven experience in schematic and blueprint reading.
- Problem solving under pressure.
- Strong time management skills and ability to prioritize tasks effectively.

### **Experience Required**

- 1-2 years experience in managing industrial type installation projects.

### **Required Competencies**

- Team work
- Decision making skills
- Strong interpersonal skills



- Organizational Competency
- Conflict management
- Multi tasking
- Coordination & Scheduling
- Field Documentation
- Quality Awareness
- Safety Consciousness
- Problem Solving
- Organizational Compete

**Job Type:**

Full-time

**Pay:**

\$60,000.00 - \$65,000.00 per year

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

**Ability to Commute:**

Katy, TX 77494 (Required)