

Project Coordinator

Contract Administration

Request and maintain locates
Order final bonds and certificates of insurance for jobs as required
Create schedules and cash flow forecasts for jobs
Write subcontractor and supplier PO's, update with CO's as work progresses
Obtain shop drawings and mix designs from subcontractors and submit to owner as required
Design and submit Traffic Control, Traffic Management and Traffic Protection Plans
Permit to Take Water Applications
Design and submit Erosion and Sediment Control Plans, Wildlife Protection Plan, Fish Protection Plans
Design and submit Survey and Layout Plans
Collection of PTTW, ESCP, TCP monitoring forms and submission to Owner
Order Road Cut Permit, Road Closure Permit, Permit to Discharge Water
Create and submit Site Specific Safety Plan as required including all documentation
Daily work record and Time and Material summary completion and submission to Owner
Assemble detail for Extra Work Claims and prepare quotes
Field measurement of payment quantities

Job Cost and Payroll

Review Field Log submissions and job cost detail to identify potential claims
Set up internal progress payment spread sheets

Field

Ensure foreman has required project paper work;

- Locates
- IFC Drawings
- Copy of Composite Utility Plan
- Notice of Project
- Form 1000's
- Schedule
- Permits - Road Cut, Road Closure, PTTW, Demolition, etc.
- List of Subcontractors/Suppliers
- Bid2Win Work Order
- Q-Sheets
- Site Specific Safety Plan
- Erosion Control Plan
- Wildlife Protection Plan
- Fish Protection Plan

Quality Control

Collection and review of grade certification and compaction, asphalt and concrete test results and submission

Health and Safety

Submit MOL Notice of Project and prepare MOL Form 1000's for Foreman
Review subcontractor H&S Programs