

Project Information Coordinator

Department: Pre-Construction

Reports To: Project Information Manager

Exempt/Non Exempt Status: Non Exempt

These are minimum requirements

General Position Summary:

Under the direction of the Project Information Manager, the Project Information Coordinator will provide project support on multiple projects. With complete product knowledge of HVAC & Plumbing systems, review contract drawings & specifications and identify all equipment, plumbing & piping systems and materials required to procure quality submittal & closeout packages. Manage RFI's and construction documents from inception to execution ensuring project team has the latest information available.

Essential Functions/Major Responsibilities:

The duties include but are not limited to:

- *Produce all submittal documents to assure they maintain a high level of quality, accuracy, and completeness.*
- *Initial set up of projects on the BIM Site and Project Charter on the Z:Drive.*
- *Coordinate closely with purchasing agent to assure the use of cost effective products and the appropriate suppliers/manufacturers are utilized to meet project needs.*
- *Review specifications and drawings to identify project risks or advantages.*
- *Request and review quotes to confirm proposed products are compliant with project requirements.*
- *Works closely with Project Management & VCS to maintain current documentation for the BIM Site.*
- *Provide assistance as required to team members as needed.*
- *Maintain and assist in development of company product and installation standards for plumbing, mechanical piping and HVAC.*
- *Complete Project Close out documentation as required. (O&M, As-Builts & Warranties...)*
- *Assist in training personnel on use of the BIM site.*

Interpersonal Contacts:

- *Work will be performed in a team environment, exchanging information and ideas with the project team.*
- *Communicate issues verbally and in written form with all aspects of a construction project team*
- *Work with field personnel, general contractors, subcontractors and vendors*

Specific Job Skills:

- *Full understanding of plumbing & HVAC materials and equipment.*
- *Excellent file Management and organization skills.*
- *Excellent attention to detail*
- *Proficiency at reading construction documents.*
- *Ability to prioritize urgent vs important and meeting deadlines*
- *Flexibility & highly motivated*
- *Self Starter*
- *Excellent working knowledge of Windows and Windows applications, mainly the Windows office suite.*
- *Knowledge of Bluebeam or Adobe*

Education and/or Experience:

- *As a minimum, the candidate must have 3-5 years working in the HVAC/Plumbing industry.*
- *Bachelor Degree in Business Administration, Construction Management, Engineering or 5 years equivalent experience with HVAC and Plumbing experience direct.*

Job Conditions:

- *The work will be conducted in an office environment.*
- *Work hours may exceed 40 per week.*
- *May work in a quiet environment*