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**Job Title:** Construction Project Coordinator

**Department:** Construction

**Employment classification:** Full-time position, non-exempt

**Schedule:** M-F, between 7:00 am-4:00pm

**Location:** Glenwood Springs

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**Job Summary**

The Construction Project Coordinator plays a pivotal role in ensuring the seamless execution of construction projects. Collaborating closely with the Construction Manager and project leads, this position provides essential administrative support, oversees project documentation, and facilitates effective communication between project teams and clients. The primary focus is on construction administrative tasks, from project inception to closeout, while also assisting in resource management and project progress monitoring. Enrich customers' lives by providing a quality customer-driven experience with each visit.

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**General Qualifications:**

1. Must speak English (*bilingual is a plus*)
2. Must be proficient in Microsoft Office and Outlook
3. Must be able to read and understand construction plans
4. Preferred knowledge & experience using Procore, Autodesk, Plangrid, Adobe, Dropbox
5. Preferred knowledge and utilization working with Gantt Charts/Scheduling
6. Preferred experience in the pool & spa industry

**Physical Requirements:**

1. Must be able to lift 80+ pounds as needed
  2. Must be able to bend and stoop to access certain areas (pits, vaults, mechanical rooms, etc.)
  3. Must be able to climb ladders/stepstools/stairs
  4. Job duties may include standing/sitting for 8 hours a day
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**Job Materials & Management:**

1. Prepare, send, and follow up on all submittals for approval
2. Prepare, send, and follow up on Operations & Maintenance Manuals to ensure all sign-offs and signatures are completed prior to project closeout
3. Manage job schedule by accurately documenting job punch lists and updating them as the team provides updates
4. Complete all close out documents required by the manager or general contractor to streamline the job completion process
5. Track and document all jobs, contracts, and information on the server for easy reference and compliance
6. Collaborate with the warehouse team to ensure job materials are ordered and in prior to the date needed and utilize Evosus to track and document job materials
7. Follow up with warehouse team or vendors as needed to ensure accurate ETAs for materials in alignment with job timeline

**Communication & Meeting Preparation:**

1. Proactively communicate updated with general contractors on schedules, materials, plaster process, orientation, and turnovers
2. Manage effective internal communication and status updates with the construction manager, team, and project managers to streamline daily operations
3. Communicate all new construction or remodel warranty issues with the Repair Department
4. Collaborate with the Service Department to pass off new service contracts

**Internal Administrative Management:**

1. Foster and maintain strong working relationships with internal departments to streamline processes and communication through email, teams, and in person
2. Update construction timesheets with accurate coding to include accurate sick/vacation time, holidays, and accurate hours are documented
3. Promptly hand off timesheets to the administrative department for processing and upload documentation to the server
4. Process and document department purchases and receipts to include coding, tracking in tool log, and providing the information to the administrative team and construction manager
5. Prepare and print materials and schedules for Monday L10, construction manager meetings, and safety meetings to create effective meetings
6. Prepare pre-award and pre-construction meeting materials to set the construction manager up for success



7. Utilizes Evosus to update service orders, weekly plans and schedules with updates from crews and construction technician
8. Monitor Company Cam for updated jobsite photos and weekly work plans and reach out to foreman if needed for updates

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**Follow all policies and procedures of Colorado Poolsaples, Inc.**

- located in the employee manual/handbook

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**Supervision received:**

- o Works under Construction Manager and alongside Project Managers
- o Works with all personnel, as needed, in resolving construction-related problems

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**Team Collaboration:**

- o Construction Manager - Daily
- o Construction Project Managers – Daily
- o Construction Technician(s) - Daily
- o Construction Supervisors – As needed
- o Construction Crew – As needed
- o Customer/General Contractor –As Needed

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**Training and Development:**

1. General education: high school diploma or GED.
2. 3 months of on-the-job training in the construction administrative field
3. Technical classes and webinars as needed or requested

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**Core Focus:**

Enriching Lives – We believe that we enrich our employees, owners, clients, and vendors by using our core values and believing we do the right thing

**Core Values:**

**Quality** (Workmanship/Efficiency/Present Ideas and Solutions)

**Does Right Thing** (Honesty/Integrity)

**Customer Driven** (Customer Service, Communication)

**Team Player** (Works well with others, positive attitude)

**Initiative** (Self-motivated, innovative)

**Dedicated** (Hardworking/Engaged)