

1.0 JOB DESCRIPTION SUMMARY

A Project Coordinator/ Jr. Estimator is responsible for all assisting with all aspects of project management, including preparing tenders, estimates, construction schedules, project start up, documentation, and obtaining necessary permits. They adopt Gateman-Milloy Inc.'s project management and estimating policies and the use of current systems while working under the direction of Project Managers, Estimators, and Division Manager.

2.0 DUTIES AND RESPONSIBILITIES

- Assist Project Manager's in the day to day duties of a project's administration
- Assist the Estimator in the preparation of hard bid and design-build estimates. Duties to include solicitation and tracking of subcontractor and supplier bids, drawing takeoff, estimating and bid closing functions as directed by the Estimator
- Aid in the preparation of project proposals including assisting with preparation of pre-qualification documents, design-build proposals, and review of media and periodicals for job/bid opportunities
- Provide sales support as required including telephone follow up on client leads, telephone lead prospecting, and assisting with trade show presentations
- Provide AutoCAD support to the design team including preparation and modification of details, drawings and renderings. Prepare drawings and sketches to support construction work as required.
- Act as liaison with subcontractors in expediting drawings and related information.
- Maintain accurate and up-to-date logs (RFI, Vendor/Subcontractor, Purchase, Owner etc.), track responses and advise the Project Manager of the status of RFIs. Perform document control functions including tracking and creating of RFIs and transmitting and tracking of submittals. Maintain and update the Shop Drawing Log, review Shop Drawings and Submittals.
- Obtain quotations for Notices of Change.
- Monitor field work, including contract work, to ensure compliance with company standards, procedures, specifications and codes.
- Participate in the continuous updating and accurate generation of as-built documents.
- Assist with the research and preparation of field change requests to resolve any design problems that may arise.
- Attend project coordination and owner/contractor/architect/engineer meetings as requested or required.
- Coordinate periodic job-related photographs for project records
- Perform additional assignments and responsibilities as assumed or requested from time to time

3.0 RELATIONSHIPS

Internally, relate to Project Managers, Construction and Project Coordinators, Estimators, Supervisors, Accounting, Designers, and Division Manager. This position reports directly to the Division Manager. Externally, relate to clients, vendors and subcontractors.

4.0 CORE COMPETENCIES

- Proficiency in MS Word and Excel
- Communication skills (facilitation, listening, verbal, written, presentation)
- Strong attention to detail and accuracy
- Ability to read, understand, and speak English at a grade 12 level
- Well organized and able to work well under pressure
- Ability to work independently

5.0 JOB SPECIFIC COMPETENCIES

- Proficiency in AutoCAD
- A basic understanding of Estimating and Project Management software
- Working knowledge of construction equipment and techniques, drawings and specifications, building materials, the Ontario Building Code and in general the required standards applicable to the Ontario construction industry
- Ability to assume responsibility and to interface and communicate effectively with others. Effective oral and written communication skills and ability to represent Gateman Milloy and the project team in a professional manner to the Owner, Architect, related project staff and the community
- Proficiency in MS Project is an asset

6.0 EMPLOYMENT CREDENTIALS

- A post-secondary diploma in Civil Engineering Technology or related fields, and or previous work experience obtained over a minimum of 3 years
- C.E.T. and or equivalent combinations of technical training is an asset

JOB DESCRIPTION APPROVAL

Position: **Project Coordinator / Jr. Estimator**

Dated: _____

Job Description Created: February 1, 2010

Revision Schedule:

1.0 February 18, 2010 Project Coordinator / Jr. Estimator

I have reviewed and understand the above Job Description; I believe it to be accurate and complete, and I can successfully fulfill each duty or task. I also agree that management retains the right to change this job description at any time.

The job description is effective until revised and properly approved.

Employee

Date

Manager

Date