

SOUTHEAST PIPE SURVEY, INC.

Job Description

Job Title: Project Controls Coordinator

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|---------------|--------------|-------------|------------------------------------|
| Exempt (Y/N): | No | Supervisor: | Division Manager (Survey or Rehab) |
| Prepared by: | Traci Abel | Date: | 5/25/16 |
| Approved by: | David Herrin | Date: | 5/25/16 |
| Pay Grade: | | | |

SUMMARY:

Provides administrative support for estimating, project management, billing, customer service, collections, and related areas.

AUTHORITY AND REPORTING RELATIONSHIPS:

The Project Controls Coordinator at Southeast Pipe Survey, Inc. reports to the Division Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Project Controls Coordinator's responsibilities include but are not limited to:

- Assist in preparing bid documents, submittal packages & qualification packages as required.
- Scan maps, using a large format printer and creating PDF files for use by managers, project managers, and field personnel
- Create, edit, and file spreadsheets and other business documents with accuracy and efficiency.
- Maintain electronic files (includes photos and videos). Proper handling is essential as these items are considered business assets. Maintains document control through filing and proper distribution.
- Monitors job progress using HeavyJob software (will provide training).
- Prepares billing packages which includes burning DVD's, labeling and packaging.
- Serves as Collection Agent for all billings generated for a given department (i.e. Survey, Rehab).
- Provides administrative support, which includes drafting correspondence, documents, memoranda, e-mails, invoices, etc.
- Answers telephone and answers routine questions or routes calls to appropriate staff members.

MEASURES OF PERFORMANCE:

The Project Controls Coordinator will be deemed to be performing satisfactorily when;

- Accuracy and efficient use of time is achieved in all aspects of work performance
- Provides consistent, reliable service by adhering to all company policies as well as the Code of Conduct
- Personal telephone calls and other personal business is kept to a minimum
- This job description has been reviewed and updated at least once during the preceding twelve months.
- Has achieved the over all satisfaction of the Supervisor.

QUALIFICATION REQUIREMENTS:

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma or equivalent with six months to one year of related experience and training or equivalent combinations of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of foremen, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to do basic math, addition, subtraction, multiplication and division and calculate percentages.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

- Drivers License.

OTHER SKILLS and ABILITIES:

- Ability to perform quality, accurate work in a fast-paced office environment

- Ability to operate common business office machines.
- Ability to operate a computer with Windows XP or higher operating system.
- Must have advanced proficiency in the use of Microsoft Office 2003 or higher, including Word, Excel, PowerPoint, and Access.
- Typing skills of 45 wpm with accuracy.
- Ability to communicate effectively, both verbally and in writing
- Skilled at composing business correspondence, and quotes.
- Knowledge of office skills, office procedures, filling, sorting, etc.
- Ability to form a good rapport with a wide range of people including communicating effectively with people in distress
- Willingness to undertake appropriate training
- Experience of dealing with matters of a confidential nature, ability to handle confidential materials
- Ability to set priorities in a fast-paced and changing environment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, and to talk or hear. The Project Controls Coordinator occasionally must stand, walk, reach with hands or arms, and stoop, kneel, crouch, or crawl. The Project Controls Coordinator must frequently lift or move up to 10 lbs. and occasionally lift or move up to 50 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential functions of this position, an Project Controls Coordinator does not normally encounter any unusual environmental conditions.

The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

I have read and understand the Job Description for Project Controls Coordinator for Southeast Pipe Survey, Inc. I also understand that management retains the right to modify this job description at any time.

_____ Dated: _____
Project Controls Coordinator

_____ Dated: _____
Business Services Manager