

Job Description

Position Title:	Field Coordinator			
Department:	Maintenance Supervisor			
Reports To:	Director of Production Management			
FLSA:	Exempt			
General Summary: The role in this position is to provide support to project, construction and inspection management.				
Essential Job Functions:				
<ol style="list-style-type: none"> 1. Schedule and manage the field teams, and resources to ensure project completion according to contract specifications, safety, within budget, on time and according to high standards and customer satisfaction. 2. Review work orders with crew leader. 3. Follow up on schedules – verbal, reports and field. 4. Prepare and deliver accurate and timely project reports, assignments and schedules on a regular basis. 5. Pre for work orders a day in advance. 6. Create, organize, clean, safe and efficient work environment. 7. Interact with Project Manager in the reviewing of all progress of work on a daily basis and meet contractual conditions and performance. 8. Interact with Production Manager and Quality Inspector to ensure quality of all purchased materials and tools needs 9. Interact with Production Manager to ensure all equipment and tools are in safe and optimal working condition and all company assets are properly stored and secured. 10. Assist the Production Manager in regular and continuous training to achieve consistent high performance, results, high quality projects, safety, best practices, and compliance with company policies, procedures, vision, mission and strategic goals. 11. Schedule Quality Inspectors and follow up on inspections. 12. Responsible for recruiting Independent Contractors and construction workers. 13. Perform other related duties as required to ensure a safe workplace, quality construction and timely completion of each project. 14. Ability to adapt to change in a fast paced construction environment. 15. Goal at the end of each project is to be 100 % completed. 				
Knowledge and Abilities:				
<ul style="list-style-type: none"> • Quality orientation and high attention to detail • Ability to analyzing information • Deep understanding of all construction management • Knowledge in safety regulations 				
Skills:				
<ul style="list-style-type: none"> • People skills • Organizational skills • Communication skills / Bilingual preferred • Leadership skills 				
Personal Attributes:				
<ul style="list-style-type: none"> • Good Work Ethics; Honest, Trustworthy and Respectful; Flexible 				
Education and Experience				
5 years of residential construction experience or related preferred.				
Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<i>Seeing:</i> Must be able to see well enough to read reports				x
<i>Hearing:</i> Must be able to hear well enough to communicate with customers, vendors and employees				x
<i>Standing/Walking:</i> Must be able to move about department				x
<i>Climbing/Stooping/Kneeling:</i> Must be able to stoop or kneel to pick up reports, papers.				x
<i>Lifting/Pulling/Pushing</i>				x
<i>Fingering/Grasping/Feeling:</i> Must be able to type and use technical sources			x	

Note: The statements herein are intended to describe the general nature and level of work being performed. These statements do not establish a contract for employment and are subject to change to the discretion of the employer, Classic Construction & Restoration, Inc.