

NOW HIRING



**BUILDING
INFRASTRUCTURE**
For a Better Life

PROJECT CONTROLS (COORDINATOR)

Working closely with the Project Manager and field supervisors, the Project Coordinator will be primarily responsible for tracking, reporting, document management, populating, and maintaining of construction projects within the company processes and policies to ensure accuracy and success.

Primary Responsibilities:

Develop, manage, update and monitor construction projects. This includes involvement in all aspects of a construction project (Preconstruction, Job Progress and Closeout).

Duties include, but are not limited to:

- Preconstruction - Executing contracts, obtaining performance/ payment bonds and required permits, proof of insurance and specific project permits.
- Job Progress – Tracking field production, implementing safety programs, pay applications and change orders, review and process invoices, project budgeting, attend necessary project meetings, taking photos/videos.
- Closeout - Filing closeout paperwork, closing permits obtained for the project.

Job Requirements:

- Strong organization skills, demonstrated experience in multi-tasking
- Demonstrated skills in identifying, analyzing and problem solving
- Ability to adapt to and learn new software programs quickly
- Proficient in Microsoft Office applications
- Ability to take direction from multiple sources
- Excellent written and verbal communication skills
- Self-motivated, able to work in a team and independently
- Present willingness to perform tasks beyond standard goals and objectives
- Comfortability to be on an active construction site with heavy equipment. (Safety training is provided.)
- Safe driving record, valid driver's license

Preferred Job Experience:

- VISTA software
- General knowledge of State, County and City permitting requirements
- Knowledge of subcontracts and change orders, contract specifications, submittals
- Previous experience in underground utility infrastructure

SAFETY

INTEGRITY

DETERMINATION

COMMUNITY

EXCELLENCE

FUN

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Individuals may perform other duties as assigned.

Complete your application at www.BTConstruction.com or www.BTrenchless.com

BT Construction, Inc.

9885 Emporia Street - Henderson, CO 80640

This is a full-time position. Employment is contingent on e-verification, pre-employment drug screening and reference check. We offer a competitive salary and excellent benefits.