

Job Description

Construction Coordinator

GENERAL CONSTRUCTION (GC)

When you join our team, you are in the right place for your career growth and to utilize your talents and potential. we are a full Engineering, Procurement, Construction, and Maintenance (EPCM) company serving clients in Oil & Gas, Mining & Metal, Petrochemical, Power, Civil Infrastructure, Water industries in U.S. and around the world.

Servicing our customers through our diverse business divisions, we offer challenging assignments on some of the world's largest and most complex projects. Our clients value us because they know we could deliver. General Construction is headquartered in Houston, Texas and has opportunities throughout the U.S., Canada, Mexico and China.

General Construction Group is looking for a **Construction Coordinator** for our Houston office. Job duties will include but not be limited to the following:

Roles & Responsibilities:

- Coordinate and supervise all project construction activities including site preparation, piling, mechanical and electrical installation, etc. on major projects on day to day basis.
- Coordinates the formulation of the Construction Execution Plan.
- Implements & Drives the Constructability Program.
- Ascertains the tool and equipment needs of the project.
- Ensures the issuance of a Project Control Plan to control and track schedule and costs.
- Coordinates the Material Management Plan.
- Establishes the jobsite work week, hours, starting and quitting times as required by contract.
- Coordinate and controls the site schedule.
- Reviews the safety performance of site operations.
- Provides and directs the subcontractor on-site. Resolves job site issues encountered during execution of the project.
- Responsible for review of project designs and recommendation of changes to design so that projects are safe and operable.
- Supervises the project construction planning, cost control and scheduling activities.
- Monitors preparation of, and approve final acceptance of the various contractor's packages.
- Assists Engineering, QA/QC, Commissioning/Start-up, & Client in defining the turnover systems.
- Participate and promote Zero Accident HSE work culture and environment.
- Enforces HSES regulations and adheres to current codes and standards.
- Extensive knowledge of industry and regulatory standards and facilities operations criteria pertinent to the activities supervised.
- Manages day-to-day activities of project team members.
- Provide necessary project specific and group reports as requested.

- Supervises, coordinates, and reviews the work of assigned engineers, estimates staffing needs and schedules, and assigns work to meet completion dates.
- Participates in proposal preparation activities as required.
- Ensures that work being performed is within scope of services and within budget.
- Coordinates with client representatives to obtain approval on work as it is accomplished.

Requirements:

- Ability to read construction drawings, e.g. P&ID drawings
- Detailed engineering and construction experience
- Team player with the ability to build rapport including trust and confidence with all personnel involved.

Experience: Five (5) to fifteen (15) years in major EPC industrial facilities.

Education: Bachelor of Engineering Degree, construction technology or equivalent combination of experience and education.

Intermediate to advanced computer hardware/ software literacy. Knowledge of legal aspects of purchasing and contracting including Uniform Commercial Code and Contracts Law. Knowledge of electrical, process, mechanical, HVAC and instrumentation industries desirable (engineering, fabrication, testing, installation and start-up).

Proven track record in contract negotiation/administration; all aspects of the proposal process; teaming agreement negotiation, pricing and final prep. Experience with both lump sum, time and material and cost reimbursable projects. Proven experience and track record of accomplishment with excellent oral & written communication skills. Must be able to travel domestically and internationally if required by job duties.

Benefits:

General Construction Group offers a selection of competitive lifestyle benefits which could include a 401K plan with company match, medical, dental, vision, life insurance, flexible spending account, disability, paid time off, or flexible work schedule. We support career advancement through professional training and development.

EOE:

General Construction Group is Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.