



**SCG LLC – 307 Bridge Street, Redfield, Iowa 50233**

<b>Job Title:</b>	Construction Project Coordinator	<b>Position Type:</b>	Full-Time
<b>Location:</b>	Redfield, Iowa	<b>Travel Required:</b>	Minimal
<b>FLSA Status:</b>	Exempt		
<b>Schedule:</b>		<b>Reports To:</b>	
Monday-Friday 7AM-5PM Busy season/certain projects may exceed the set schedule and may include occasional weekends.		Vice President of Operations	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The Construction Project Coordinator will be responsible for helping manage the company's direct expense purchasing system, overseeing scheduling and the coordination of vendors/suppliers/subcontractors and, and aiding the VP of Operations and the Accounting Department with other project-specific tasks such as one calls, pre-bid meetings, and daily time tracking. The following responsibilities are the minimum requirements for the position and should not be considered an all-inclusive description of work to be performed:</p> <ul style="list-style-type: none"><li>• At the direction of the VP of Operations, manage multiple assigned projects, from bid through completion to confirm scope of project and contract on project is followed and completed.</li><li>• Required to collect and cost code all job expenses (credit card and invoices) and send (daily) into Accounting.</li><li>• Assist with submission and maintenance of OneCalls for all projects.</li><li>• Purchase direct expense materials for awarded jobs as soon as a contract is received.</li><li>• Work with Accounting to get SCG set up with Vendor accounts for direct expense purchases prior to the job crews' arrival on site.</li><li>• Have onsite suppliers and subcontractors ready to go ahead of crew arriving onsite.</li><li>• Ensure all Subcontractors/ Sub-Subcontractors have all appropriate agreements signed and COI's are approved by SCG management before any work begins.</li><li>• Keep an up-to-date subcontractor and equipment schedule to confirm that all have been called off at project completion or the end of equipment use.</li><li>• Monitor contractor and supplier performance and act quickly on underperformance.</li><li>• Attend onsite pre-bed meetings when requested.</li><li>• Assist with inventory management and organization.</li><li>• Assist in shop/yard with various projects and organization.</li></ul> <p>Qualifications/Expectations:</p> <ul style="list-style-type: none"><li>• Previous pipeline construction experience preferred</li><li>• Ability to read blueprint drawings</li><li>• Mechanical knowledge/experience preferred</li><li>• Extreme proficiency in record keeping, organizational, and communication skills</li><li>• Ability to work 40-50 hours/week with occasional weekend availability</li><li>• Valid driver's license with clean MVR required, Class A CDL preferred (or ability to obtain within the first year)</li></ul>			

SCG, LLC is a laid-back environment that offers many perks such as competitive pay, flexible schedule, employer-matched benefits, and no PTO policy. If you need a day off, just coordinate with your team! Pay will be based on applicable education and experience. We are an EEO and D.O.T. drug testing employer.