

POSITION TITLE: CONSTRUCTION COORDINATOR

DUTIES: Provide Construction Coordinator support for Environmental Programs at Savannah River Site, Aiken, SC

1. Coordinate construction projects for assigned areas from the conceptual design stage through project completion and financial closing to ensure safety, quality, technical baseline, budget, schedule, and site procedures and goals are established, implemented and managed.
2. Perform subcontract function for the assigned area(s) of responsibility including development of scope of work packages, ensuring compliance with designated subcontract requirements, regular field inspections and audits, daily activity reports documenting inspections and observations, and interface with subcontractor personnel either directly or through other Subcontractor Technical Representative (STR) personnel.
3. Interface with facility management for work scope, estimate approvals and funding distribution and with project controls and construction execution for scope development, estimate and work control preparation and approval and construction planning.
4. Through use of knowledge and experience while monitoring progress of projects and maintenance orders, identify problems / potential problems to the technical / cost / schedule baselines and implement the necessary corrective actions.
5. Perform review and evaluation of preliminary scope, design, schedules, and estimates for new projects to determine constructability and accuracy.
6. Interface with project management, DOE, design, procurement, field management and superintendents at different team levels to accomplish milestones in a safe and cost effective manner.

REQUIRED QUALIFICATIONS:

Bachelor's degree in a technical discipline and at least 6-8 years of practical experience in construction. In depth knowledge of construction costs, scheduling and the ability to develop or evaluate construction strategies and techniques.

An associate's degree and 10-12 years of practical experience would be considered equivalent.

A high school diploma and 14-16 years of practical experience would also be considered equivalent.

Experience/Skills:

- Practical knowledge of RCRA/CERCLA Environmental Programs and associated field experience including that associated with Hazardous Waste

Operations and Emergency Response for RCRA/CERCLA Waste Sites in accordance with 29 CFR 1910.120.

- Practical knowledge of construction and subcontract management.
- Experience in the administration and oversight of construction and subcontract activities.
- Demonstrated knowledge of DOE operating policies, rules, and regulations preferred.
- Ability to interact as a team player as part of team-based projects as the Construction Coordinator to assure the project management team is apprised of field condition issues that have potential to occur or have occurred.

Work Hours:

A 40 hour work week with possible overtime hours to support the facility activities. Potential for shifts implemented to support the work on a 7 day/24 hour schedule. Work schedules are depicted to support the work activities as assigned. SRNS utilizes various work schedules; including 5/8s (8 hours/day; five days per week), 4/10s (10 hours/day; four days per week), and a 9/80s (9 hours/day, five days on week A and 4 days on week B). Work week excludes SRNS holidays.

Area Security Access:

A security clearance is not initially required; however, candidate must be capable of obtaining an L or Q clearance if required to perform assigned duties.

CANDIDATE EVALUATION FORM

CANDIDATE NAME: _____

POSITION TITLE: Construction Coordinator

MINIMUM REQUIREMENTS (See Job Description)	<u>YES</u>	NO
1) U. S. Citizen		
2) (a.) Bachelors Degree and 6 - 8 years of related experience:	_____	_____
(b.) Associate Degree and 10-12 years of related experience:	_____	_____
(c.) High School Diploma with 14-16 years of related experience:	_____	_____
3) Construction Coordinator experience in:		
a) Construction and Subcontract programs	_____	_____
b) Environmental remedial activities including 29 CFR 1910.120 experience	_____	_____
4) Experience DOE operating policies, rules and regulations.	_____	_____
5) Telephone interview to validate resume data*	_____	_____

*Evaluation validation criteria

Additional Qualifications of Candidate:

Narrative Discussion of Resume Validation**:

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-Discussion not required if candidate is acceptable)

EVALUATOR:

DATE: _____

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