

Sussex Conservation District Position Description

Title: Project Field Coordinator

Department: Heavy Equipment Program

The Project Field Coordinator coordinates all construction site project activities and supervises all field personnel as required to successfully complete the project on schedule and within budget. This includes maintaining the highest quality of workmanship, site safety and supervising all field personnel.

Core Responsibilities:

- Coordinates and supervises all construction activities simultaneously from start to finish.
- Assist Equipment Program Manager in the supervision and responsibility of the total construction effort in accordance with design, budget, quality, and schedule.
- Manage field staff schedules including days off/vacation and personnel issues.
- Directs all field personnel to achieve completion of the project on schedule, and within budget, with quality workmanship.
- Maintains construction schedule, identifies, and solves problems.
- Assessment and procurement of materials and equipment as need for jobs.
- Schedule routine maintenance and repairs of equipment as needed.
- Understands the project plans and specifications.
- Maintain positive relationships with customers, contractors, suppliers, and other employees.
- Coordination of subcontractors as necessary.
- Promotes job site safety, encourages safe work practices, and rectifies job site hazards immediately.
- Computer knowledge and efficiency, including Microsoft Office products.
- Create long term production goals.
- Assist in providing recommendations for new equipment purchases and personnel hiring.
- Attend meetings to discuss the direction and development of projects.
- Perform any other duties as assigned.

Core Competencies:

- **Organization:** Utilizes strong organizational skills.
- **Leadership:** Exhibit strong leadership qualities and delegates work appropriately.
- **Communication:** Displays strong written and oral communication skills and employs effective listening skills.

- **Problem Solving:** Analyzes problems and makes sound decisions in a timely manner based on objectives, risks, implications, and costs.
- **Interpersonal Skills:** Tactful and mature demeanor with well-developed interpersonal skills including the ability to work well with diverse personalities.
- Complete supervision and responsibility for the job site field operations, including daily production, cost, safety, organization, labor, and equipment scheduling and subcontractor management.
- Involves the operation of heavy equipment including Excavators, Loaders and Dozers.
- Must have a clean driving record.

Physical Requirements:

- Occasional daily lifting of items over 50 lbs., with or without the use of mechanical aids.
- Ability to spend all day outdoors exposed to weather and stand for long periods of time.
- Daily basic physical exertion, such as bending and twisting, lifting, climbing, pulling, pushing, or carrying.

Required Skills/Abilities:

- Previous supervisory experience in a construction environment or closely related field.
- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Ability to drive company vehicles with or without trailers.
- Working computer knowledge of MS office preferred.
- Strong time management and organizational skills.

Education and Experience:

- High School Diploma or equivalent required.
- Valid Driver's License with a good driving record, CDL preferred.
- Three plus years of previous civil construction experience preferred.

Supervision:

The incumbent in this position is under the direct supervision of the Equipment Program Manager.

Performance Review:

Your performance of each duty in this position will be evaluated against the requirements developed for your position. A formal review will be completed by the Equipment Program Manager on a yearly basis and will be discussed with you.