



Project Coordinator

The position interfaces with Operations Management, Executive Management, and office personnel Finance Manager and Sales Manager.

Job Description:

The Project Coordinator will be responsible for oversight and execution of multiple ongoing industrial coating projects. The Project Coordinator organizes day-to-day work of field supervisors, technicians and laborers for industrial cleaning, media blasting, internal pipe grouting, and industrial coating projects. Project Coordinators will communicate daily with field supervisors, and operation managers about the status of projects. The position is approximately 80% office work and 20% field work. Travel may be required.

Duties:

- Assist field supervisors with daily administrative tasks on multiple projects.
- Assist operation managers and field supervisors in coordinating large scale projects.
- Participate in ongoing job training as required.
- Assist in project planning to include: Job Book creation, production planning, crew assignment, internal pre-job meeting coordination and customer communication.
- Review and file daily reports, job summary reports, and track work progress.
- Create, track and update project schedules and integrate into the Field Operations Master Schedule.
- Track project progress to create and communicate progress completion and progress billing.
- Maintain a positive working relationship, and timely communications with operation managers, other project coordinators, project managers and the client.
- Attend company, client and project meetings representing Coblaco Services Inc.
- Communicate effectively through verbal and written forms.
- Perform annual performance reviews in conjunction with Operation Manager for direct reports.
- Any other duties assigned.

Key Job Responsibilities:

Develops, implements, manages and evaluates for cost and performance-based effectiveness, programs in the areas of project management of off-site industrial coatings projects. Leads in the practical application of these programs to optimize the organization's work effort. Recommends for management's consideration specific

modifications that will enhance the overall strategic benefit of these programs.

- Accomplishes task and quality objectives by identifying project-specific task expectations, planning, monitoring, appraising, and reviewing quality-related job performance, documenting non-conformances; training, coaching, and advocating cost-effective means of compliance with overall quality policies and procedures.
- Validates task and quality processes by identifying product specifications and quality attributes; documenting quality-related compliance; determines employee qualification; writes and updates quality procedures.
- Advocates for Quality Control in project-specific applications; maintains and improves product quality by completing quality audits; investigating customer complaints; collaborating with other members of management to identify more effective equipment, materials and processes, and validation of training methods.

Desired Skills:

- Critical Thinking - using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Coordination - adjusting actions in relation to others' actions.
- Management of Personnel Resources - motivating, developing, and directing people as they work, identifying the best people for the job.
- Time Management - effectively managing one's own time. Monitoring/ assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Speaking - talking to others to convey information effectively.
- Active Listening - giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Active Learning - understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving - identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Judgment and Decision Making - considering the relative costs and benefits of potential actions to choose the most appropriate one.

Desired Abilities:

The Project Coordinator should have a track record in the area of project management with an emphasis on worker safety and project quality control, documentation, scheduling and problem solving. The position will require effective time management



skills on a daily basis to effectively implement the tasks established in a collaborative business environment. The Project Coordinator must be adept at both conceptual thinking skills and practical organization and implementation skills in each of these areas of focus. Successful integration of these areas of focus will be measured both individually and according to the degree to which the synergy that exists between these areas of emphasis is realized in practical, operational results.

Preferred Entrance Requirements:

4 year College degree; experience in a service-related industry with an operational environment; effective verbal and written communication skills; ability to articulate ideas clearly in group and individual settings; able to connect with employees from diverse educational and work backgrounds; a willingness to lead and be led.

Job Location:

The Project Coordinator will have an office space at the Coblaco Services, Inc. Production Facility located at:

11905 E. 124th Ave
Henderson, CO 80640

Start Date:

The start date for current opening is: Immediate

Starting Salary:

\$50K – 60K; Negotiable based on experience

Application Instructions:

Interested applicants should contact:

Greg Smith – Field Operations Manager
303-868-7145
greg@coblaco.com

11905 E. 124th Ave
Henderson, CO 80640

700 Billings St. Unit L
Aurora, CO 80011

Online applications can also be completed on our company website www.coblaco.com.