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Capital Project Management - Construction Coordinator II

Provides assistance to the construction field services team with daily tasks and general support. Coordinates construction scheduling and communication. Acts as a liaison to Construction Supervisor(s) reporting on field safety, project progress, or delays.

Coordinates field oversight of the installation of equipment and components in assigned field. Requires technical knowledge to assist installing contractors. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Relies on instructions and pre-established guidelines to perform the functions of the job. Leads HSE performance by communicating, fostering, supporting, and enforcing HSE policies, procedures, guidelines, requirements, and objectives.

Promotes the use of HSE Leading Indicators, Proactive Measures and Predictive Indicators. Provides construction input into the implementation of "Safety Through Design" process. May provide technical review of bids and submissions.

Typically requires 3-5 years of experience.

Intermediate level. Provides technical/functional and/or administrative support. General working knowledge of specific systems, terminology and procedures used within the department. Performs routine tasks. Able to solve problems and make basic decisions.

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