



Position Description

POSITION TITLE:	Project Coordinator
DEPARTMENT:	Facilities Management
REPORTS TO:	Director of Operations
SUPERVISES:	No one
WORKS DIRECTLY WITH:	Maintenance and Grounds
FLSA STATUS:	Exempt
BARGAINING UNIT:	Not represented by a collective bargaining unit

Basic Function

Under the general supervision of the Director of Operations, in association with the Director of Operations, the Project Coordinator provides support through immediate oversight of all Association Reserve Projects authorized by annual budget, as well as non-reserve projects. The Project Coordinator plans, coordinates, and oversees all projects assigned, according to strict budgets and deadlines. The Project Coordinator may be called upon to provide oversight of any emergency projects at the discretion of the Director of Operations or General Manager.

Essential Duties & Responsibilities

1. Provide direct project management (planning, coordination and oversight of deliverables and budget) for all existing and ongoing capital projects for the associations.
2. Develop preliminary and final project schedules. Update as needed or required.
3. Attend pre-bid and final job walk-throughs of projects.
4. Provide progress recaps of work performed to the Director of Operations and the General Manager at weekly staff meetings.
5. Effectively identify project expectations with team members and stakeholders in a timely and clear fashion.
6. Ensure compliance with applicable local, state and federal procurement/construction, land use and zoning, environmental and shoreline development regulations.
7. Provide bid administration per WPMC policy by creating scope of work, specifications and RFP's. Initiate protocols and requirements to ensure satisfactory project delivery (i.e., performance bonds) and to minimize risk and liability for the company, as required.
8. Provide bid comparison reports and recommendations to the Director of Operations for approval by the Association's Board of Directors.
9. Identify contractor sources to be provided bidding opportunities.
10. Perform specific physical inspection of building interiors and building envelopes using digital photography to memorialize observations throughout the project and for possible future repairs or replacement.
11. Estimate the resources and participants needed to achieve project goals.
12. Perform inspections of project work for compliance, quality control and schedule adherence. Provide punch list at end of projects before final payment is made.
13. Work with Director of Operations to resolve construction problems.

14. Ensure adequate job site safety precautions are in place to protect employees, owners and guests.
15. Approve progress payments, with Director of Operations' concurrence.
16. Initiate change proposals as required to maintain appropriate control of costs and submit to Director of Operations. Maintain current change proposal log. Follow up on obtaining approval of ongoing change proposals. Make certain all change proposals are completed and approved.
17. Maintain ongoing communication with Director of Operations and General Manager.
18. Maintain all project records in a neat and orderly manner. Track project timelines, milestones and deliverables using appropriate tools. Maintain electronic media data records through input for organizational lists, spreadsheets and databases, documents, contracts, etc. with the assistance of the Director of Operations.

Other Duties and Responsibilities

1. Assist in the development of Association budgets through inspection of units and building envelopes.
2. As a member of the management team, attend weekly team meetings to update progress to team and coordinate inter-departmental activity affected by projects.
3. Build, develop and grow business relationships vital to the success of the project.
4. Other duties as assigned by the Director of Operations or General Manager.

Education and Experience

University degree in Business Management or an Associate degree in Construction Management or any combination of education, training and experience that demonstrates the ability to perform the duties of the job. Certification from the Project Management Institute (PMI) desirable. A minimum of the five years' direct work experience performing project management of construction and/or tenant improvements, including all aspects of process development and execution.

Knowledge, Skills and Abilities

1. Must have excellent organizational and interpersonal skills.
2. Proficiency in Microsoft Office applications, including Windows, Word, Excel and Project.
3. Ability to communicate effectively in English, both orally and in writing.
4. Ability to perform basic math skills.
5. Ability to interact in a considerate and polite manner with owners/guests, vendors, contractors and co-workers.
6. Ability to demonstrate sound judgment and excellent problem-solving skills.
7. Ability to elicit cooperation from a wide variety of sources, including upper management, contractors and other departments.
8. Ability to effectively prioritize and execute tasks.
9. Ability to work both independently and collaboratively.
10. Ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities and to be flexible in times of change.
11. Ability to formulate project estimates and provide project information for use during the annual budget process.
12. Ability to work within established budget constraints.

Financial Responsibilities

Assist in the development of association budgets, as needed. Approve progress payments, in conjunction with Director of Operations.

External Contacts

Owners/guests, contractors, vendors and fellow team members.

Other Requirements

Must possess a valid Washington State Driver's License. Able to take on other duties as required. Report to work with a neat and clean appearance.

WAPATO POINT MANAGEMENT COMPANY
POSITION DESCRIPTION
ATTACHMENT

POSITION TITLE: Project Coordinator
DEPARTMENT: Facilities Management

PHYSICAL/MENTAL REQUIREMENTS:
Please check all that apply.

Able to push/lift 5lbs to 10lbs	_____		
Able to push/lift 11lbs to 20lbs	_____		
Able to push/lift 21lbs and over	<u> X </u>		
Able to read, write, speak and understand English well	<u> X </u>	Works independently of supervision	_____
Able to carry out verbal and written instructions	<u> X </u>	Requires moderate supervision	<u> X </u>
		Constant supervision required	_____
		Ability to interact with others	<u> X </u>
Use hands to finger, handle or feel	<u> X </u>	Frequently required to sit & stand	<u> X </u>
Frequently required to walk	<u> X </u>	Required to reach with hands & arms	<u> X </u>
Ability to adjust vision focus to see close and distance	<u> X </u>	Ability to talk and hear	<u> X </u>
		Ability to stoop, kneel, crouch & climb	<u> X </u>

WORKING CONDITIONS: Workstation and office work area subject to higher than normal levels of dust. The employee is occasionally exposed to wet and/or humid conditions and outside weather conditions.

EQUIPMENT USE:
Please check all that apply.

Computer	<u> X </u>	Proficiency in MS Word	<u> X </u>
Calculator/10-Key	<u> X </u>	Proficiency in MS Excel	<u> X </u>
Copier	<u> X </u>	Proficiency in MS Outlook	<u> X </u>
Fax Machine	<u> X </u>	Proficiency in MS PowerPoint	<u> X </u>
Multi-Line Telephone	<u> X </u>		

OTHER: Request for Proposal (RFP), Request for Information (RFI) and Request for Qualifications (RFQ) packages must be designed, assembled and finalized to meet the expectations of the Boards of Directors as well as Executive Management.