

CONSTRUCTION SUPPORT COORDINATOR

Professional Summary

Demonstrated ability including orientation to action, very detail oriented, courage to innovate, and excellent follow-through skills. Understands how to think several moves ahead to position for the future. Knows when to trade off items of less important strategic value for the sake of the long term win.

Core Qualifications

- Results-oriented
- Operations management
- Quick learner
- Microsoft Office
- Contract negotiation/review/drafting
- Contract auditing
- Training and development
- Change management
- Multi-Task Management
- Contract management

Experience

Construction Support Coordinator

May 2016 to June 2016 Company Name i/4 City , State

- Originated, reviewed, amended: scope of work package contractor submittal work evaluations radiological work permits job hazard analysis Work packages Worked at Portsmouth Gaseous Diffusion Plant while plant is in cold shut down and going through decontamination and demolition.

Safety Coordinator/Specialist

December 2012 to January 2016 Company Name i/4 City , State

- Some of my responsibilities included: Managing all aspects of Safety, Exposure and Hazards Creating and maintaining the Safety Program and Procedures Performing hazard and Risk Assessments, Job Safety Analysis (JSA).
- Safety Work Practices Managing Field Safety audits and inspections while incorporating the results into daily procedures.
- Coaching others to perform work in a safe manner.
- Ensuring both Safety and Training Record keeping on all procedures related to compliance with OSHA rules and regulations.
- Maintaining Compliance and Training of personnel.
- Excellent proficiency.
- Root Cause Analysis, Accident Case Management and Tracking.
- Conduct new hire safety orientation training.
- Conduct refresher safety training.
- Intermediate knowledge of Windows Operating Systems; particularly in: Word, Excel, PowerPoint, Outlook, etc.
- Purchased all Safety equipment.
- Maintained all required OSHA logs.
- Completed incident reports and distributed and maintained files.
- I have taken the OSHA 10 and 30 hour courses for construction.
- I have taken the OSHA 510 course for construction.
- CPR/First Aid/AED certified in January, 2015.

Equipment Operator

September 2010 to April 2011 Company Name i/4 City , State

- Operated equipment used for applying concrete, asphalt, or other materials to road beds, parking lots, or airport runways and taxiways.
- Operated equipment used for tamping gravel, dirt, or other materials, including concrete and asphalt paving machines, form tampers, tamping machines, and stone spreaders.
- Operated paver, rubber tired loader, skid steer, and compactor.
- Operated construction equipment as needed.

Lead Person

June 2010 to September 2010 Company Name i/4 City , State

- Observed workers to detect inefficient or unsafe work procedures or to identify problems, initiating corrective action as necessary.
- Reviewed employees' work to evaluate quality and quantity.
- Requisitioned or purchase supplies, such as insecticides, machine parts or lubricants, or tools.
- Estimated labor requirements for jobs and plan work schedules accordingly.
- Directed and assisted with the adjustment or repair of machinery.

Construction & Safety Coordinator

May 2003 to May 2010 Company Name i/4 City , State

- Field support supervisor.
- Estimated projects and purchased needed supplies.
- Supervisor of grading, sealing, and sawing operations.
- Operated paver, rubber tired loader, skid steer, and compactor.
- Operated construction equipment as needed.

- Maintained compliance with contract specifications for all aspects of construction projects.
- Supervised and participated in the installation of storm sewer piping, water piping, and sanitary sewer piping.
- Coordinated material deliveries and performed receipt inspection and unloading of materials.
- Filled out time sheets using appropriate cost coding from project budget.
- Coordinated work phases and testing with customer engineers.
- As Safety Coordinator, insured compliance with OSHA and company safety policies.

Construction Coordinator

August 1995 to March 2003 Company Name 1/4 City , State

- Preparation, transmittal, and review of subcontractor bids.
- Negotiation, preparation, transmittal and receiving of subcontract documents.
- Preparation and transmittal of schedules of values for subcontractor billings.
- Review of subcontractor schedule of values for payment.
- Authorize retainage release after receipt of all lien waivers.
- Perform estimates for all aspects of construction projects as they relate to sub- contractors work.
- Interaction and coordination with all departments at the home office and with field supervisors to ensure that projects are properly supported and job site problems are resolved.
- Provide review and input for Master Construction Contracts.
- 1995 - 1996 - shipping and receiving of material for construction projects.
- 1996 - 1997 - fabrication of breeding stalls, finisher penning, and farrowing crates.

Construction Management Administrator

April 1980 to September 1993 Company Name 1/4 City , State

- Schedule the project in logical steps and budget time required to meet deadlines.
- Confer with supervisory personnel, contractors, or engineers to discuss and resolve matters, such as work procedures, complaints, or construction problems.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with engineers, architects, consultants, suppliers and subcontractors.
- Prepare and submit budget estimates, progress reports, or cost tracking reports to project engineers and construction manager.
- Interpret and explain plans and contract terms to administrative staff.
- Plan, organize, or direct activities concerned with the construction or maintenance of structures, facilities, or systems.
- Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
- Inspect or review projects to monitor compliance with building and safety codes, or other regulations.
- Study job specifications to determine appropriate construction methods.
- Select, contract, and oversee workers who complete specific pieces of the project, such as painting or plumbing.
- Process contractor pay requests.
- Developed and administered a craft labor tracking system (CLTS) for outage craft labor.
- Generate reports from CLTS for management presentation to the Board of Directors.
- Paralegal for power plant construction litigation (1980 - 1984).

Education

Issuing Institution Location Qualification Course of Study University of Nebraska - Lincoln 1/4 City , State

Bachelor's Degree Bachelor of Arts

Skills

administrative, billings, budget, Case Management, Coaching, construction manager, Contracts, Prepare contracts, CPR, First Aid, home office, inspection, Inspect, litigation, machinery, Managing, materials, Excel, Windows Operating Systems, Outlook, PowerPoint, Word, Negotiation, painting, Paralegal, personnel, plumbing, policies, coding, progress, quality, receiving, Record keeping, Safety, safety codes, shipping, Supervisor, supervisory