



## JOB DESCRIPTION

### LANDSCAPE PROJECT COORDINATOR

**Department:** Landscape Department

**FLAS STATUS:** Non-Exempt

**REPORTS TO:** Project Manager/Operations

**Location:** Reports to Wildomar Office

**Summary:** In coordination with Project Managers, the Project Coordinator's overall responsibility is working directly with tasks relating to specific construction projects. Must maintain accurate projects records and act as an intermediary between landscape field operations, company management, contractors, and owners.

**Essential Duties and Responsibilities** include the following:

- Review & evaluate field time sheets versus field logs.
- Track & evaluate project quantities with the Project Manager
- Ensure that job information and daily work reports are properly prepared and submitted in the appropriate DLC job folder.
- Review classification ratios before submission to the Payroll department.
- Prepare submittal packages and prepare RFI's for submission to Owner or General Contractor
  - Prepare and track in construction management program (Computer Ease)
- Review and prepare material orders with Purchasing Department and assist in the tracking process.
- Prepare change orders budgets with estimating
- Prepare job books with correct sections.
- Read and interpret plans, material list and specifications as they pertain to building projects.
- Through subordinate supervisors be able to manage multiple projects and company resources
- Prepare as-built plans are complete and accurate
- Assist in the preparation of subcontractor's schedule and pay estimates with oversight of the Project Manager.
- Attend pre-construction meetings with agencies, property owner, Field Superintendent, Inspectors, and sub & prime contractors as required

#### **Miscellaneous:**

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- Demonstrate proficiency and/or willingness to learn job skills listed above.
- Establish effective communications with Project Estimator, Superintendent, Contract Administrator, Field Foreman, customers & subcontractors
- Comply with all company policies, procedures, safety requirements
- Must be self-motivated with strong organizational skills

**Qualifications/Requirements:**

- 1-2 years Landscape Construction Experience
- Microsoft Office-Word, Excel and Outlook
- Refined communications skills, both oral and written
- Bachelor's degree preferred

**Full-time Benefits:**

- Health, Dental, Life, Personal Time Off, Holiday, 401K
- 90-Day Probation Period & qualification periods for benefits are activated