



## Job Description

**Job Title:** Project Support Coordinator

**Summary:** Provides support to all office positions, including but not limited to all project managers, accounting as necessary, and the President of the company, by performing the following duties:

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Initiate all new UFPO call-ins and manage them until site is clear, utilizing any appropriate service/means necessary (Dig Safely NY, Premier Locating, and any other private utility locating services as needed).\*
2. Maintains safety and spill response supplies by ordering, receiving and stocking those materials in designated areas.\*
3. Maintains a clean supply of sample bottles and sampling equipment for the field and orders additional supplies as needed.\*
4. Opens new job files, providing all pertinent information for that file cover; enters the information into the File List database.\*
5. Acts as the company Safety Manager; compiles all safety training documentation; coordinates and maintains all training and health documentation for personnel; maintains membership in a safety organization of company choosing; completes client-requested health and safety questionnaires with support from management where appropriate; completes contractor evaluations; reports status of these duties to the company Safety Officer.\*
6. Performs insurance certificate requests as needed; coordinates with Project Managers on insurance requirements; acts as main contact for company insurance agent/representative; works with President of company on any questions or issues with insurance coverages.\*
7. Creates and edits soil boring logs and site maps in support to the Manager of Geologic Services.\*
8. Coordinates with subcontractors as needed for all divisions: remediation, drilling and fuel systems; obtains all necessary documentation from subcontractors; maintains records of any M/WBE companies utilized on any project.\*
9. Coordinates all travel arrangements and calculates per diems required for each division and communicates the information with the project managers.\*

10. Performs site data entry as requested by project managers from each division in a timely manner, utilizing a priority structure.\*
11. Creates, compiles and finalizes O&M manuals for completed installation job sites.\*
12. Documents legibly and accurately all work completed according to company policy (time/job sheets) and submits on a daily basis.\*
13. Will be required to work on job sites on occasion; may assist with field sampling events as necessary by retrieving samples and transporting to laboratory to perform simple testing procedures; documents all results.\*
14. Is responsible for maintaining cleanliness and organization of soils room, *along with all other staff who use it.*\*
15. Works in coordination with project managers on waste disposal, manifesting, and permitting.
16. Works closely with management to ensure timely completion of tasks and confirm appropriate prioritization.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Associate's degree (A.S./A.A.) or higher from two-year college or technical school; two to four years related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Communication Skills:**

Ability to clearly communicate with superiors, coworkers, clients and vendors in a respectful manner, while recognizing when follow-up by and/or referral to the company President is necessary. Must be able to practice all proper methods of communication, including in-person meetings, voice calls, letter communications, emails and video conferences as necessary.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals and outdoor weather conditions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; walk; use hands and talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds.