



PROJECT:

Job Descriptions

BY:

HR

WEATHER:

DATE:

2022

Position: Project Coordinator for Scheduling and Estimating**Department:** The Burk Offices**Direct Report:** Billy Burk**Location:** Greater New Orleans Area, with plans to expand into Bay St. Louis / Pass Christian Area, & the 30A Corridor in Florida**Required Qualification***An active PMP certification is required for this position.***Job Description**

The Project Coordinator supports construction operations through three core functions: scheduling, estimating, and permit management. This role ensures projects move efficiently from pre-construction through execution by developing and maintaining schedules, coordinating subcontractor and vendor participation, supporting cost estimating, preparing field documentation, and managing all permitting activities across jurisdictions. The position enhances operational efficiency by maintaining historical data, identifying workflow bottlenecks, and improving internal processes over time.

Primary Responsibilities**Scheduling & Reporting**

- Develop and maintain project schedules using construction scheduling software.
- Monitor progress, update timelines, and report on start/completion status.
- Prepare project binders (checklists, proposal, design selections, permits, jobsite rules) for field teams.
- Produce monthly investor reports summarizing progress, milestones, and anticipated timelines.
- Identify schedule conflicts, delays, and bottlenecks, and recommend corrective actions.

Estimating & Subcontractor Coordination

- Review plans and specifications to perform accurate digital quantity takeoffs.
- Assist with conceptual, schematic, and final budget development.
- Populate labor/material pricing using historical data and current vendor quotes.
- Distribute bid invitations, manage RFI/clarification flow, and track subcontractor participation.
- Organize bids, produce comparison tabs, and assemble complete, compliant bid packages.
- Support value engineering by gathering alternates, evaluating options, and updating estimates.
- Maintain cost history, unit pricing, bid logs, vendor lists, and other estimating databases.

Permit Management

- Identify required permit types based on project scope and jurisdiction.
- Gather drawings, certifications, and documentation for permit submittals.
- Prepare and submit applications through municipal portals or in person.
- Track review progress, respond to comments, and coordinate revisions with design teams.
- Communicate directly with authorities to resolve delays or clarify project details.
- Retrieve, distribute, and ensure proper posting of approved permits.

*ABC Submittal is a list of subs per trade, ideally 3 for each, that is used to quickly execute a transition from the lead sub (A) to the back-up sub(B) if needed and in order to avoid scheduling delays.

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- Manage fee payments, receipts, and organized permitting records.

Long-Term Impact Expectations

- Streamline scheduling workflows and develop repeatable processes that reduce project delays.
- Strengthen the consistency and clarity of investor reporting and project documentation.
- Build robust historical databases for pricing, schedules, subcontractor performance, and permitting timelines.
- Improve subcontractor bidding efficiency and pricing competitiveness.
- Advance value engineering strategy to expand cost-saving solutions.
- Establish predictable, organized permitting systems across all jurisdictions.
- Enhance coordination among estimating, scheduling, design, field operations, and permitting agencies.

Required Skills & Competencies

Technical

- Proficiency in Excel/Google Sheets for bid tabs, cost models, and tracking logs.
- Experience with digital takeoff software (PlanSwift, Bluebeam Revu, etc.).
- Familiarity with project management platforms (JobTread).
- PMI/PSP Certification preferred, knowledge of scheduling methods and software required.
- Ability to create and manage construction schedules and report regularly.

Estimating & Bid Coordination

- Strong ability to read and interpret construction drawings/specifications.
- Experience conducting quantity takeoffs.
- Skilled in organizing subcontractor bids and compiling bid packages.
- Competence in tracking and integrating value-engineering options.

Permitting

- Ability to research jurisdictional requirements and prepare compliant applications.
- Skilled in communicating with authority reviewers and resolving comments.
- Strong tracking, organization, and documentation habits.

General

- Excellent communication and organization.
- High attention to detail and accuracy.
- Professional interaction with subcontractors, permitting agencies, investors, and project stakeholders.
- Ability to maintain and improve historical cost, schedule, and permit databases.

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