

# Project Coordinator

For a utility design-build construction company  
In Benicia, California



---

## Job Description

Are you self-motivated, energetic and looking for an entry-level opportunity in the construction and project management fields? Do you want to further develop your experience and skills in the areas of communication, organization, planning and leadership?

We are currently recruiting **Project Coordinators** to assist Project Managers in the safe, efficient, and high-quality delivery of in large-scale utility projects. Project Coordinators are assigned to one or more projects by the Project Management Supervisor or Program Manager, and will receive daily support from a combination of the Foremen, Superintendents and Project Managers.

Now is an exciting time to join Accu-Bore because we are growing rapidly, providing our employees ample opportunity for challenging projects and career development. We have earned our reputation as a leading provider of design, procurement and construction services for the underground utility industry and pride ourselves on our company culture, which emphasizes collaboration and an enthusiasm to solve our customers' most challenging problems.

Join our team and experience all that Accu-Bore Directional Drilling, Inc. has to offer! We place an emphasis on candidates with strong interpersonal and communication skills. These positions require a high level of integrity and reliability, and the ability to independently problem solve.

## Responsibilities

- Develop job setup packages and project folders.
- Assist with coordination of site preparation services.
- Monitor equipment rentals and track supplier and subcontractor vendor invoices to ensure validity.
- Obtain project permits.
- Track purchase requests and purchase orders.
- Monitor status of Underground Service Alert (USA) dates; verify project completion dates and compare to USA status. Notify Project Manager of any discrepancies.

- Monitor the timeliness of unit sheet receipt and approval. Review units for accuracy and completeness, and notify Project Manager of issues.
- Assisting Project Manager in weekly scheduling process, as well as monitoring active job list for required project completion dates
- Obtain and reconcile daily manpower reports.
- Assist in the development of close-out checklists.
- Prepare/process project close-out documentation.
- Create, share and store timely and accurate project documentation

## **Qualifications**

- Clear Driving Record
- Driving for 4yrs minimum
- Ability to lift 50lbs
- Can sit for multiple hours at a time driving
- Have basic computer and phone skills
- Able to communicate effectively in all formats
- Good at problem solving
- Organized
- Cool under Pressure

## **Desired Background**

- Construction industry experience
- Familiar with Underground Service Alert (USA)

## **Ready to Apply?**

Please send your resume to Brianna Newton at [HR@accu-bore.com](mailto:HR@accu-bore.com)