

Construction Site Coordinator – Transmission & Distribution – Akron, Ohio

Welty provides professional construction management services, specializing in Lean Construction for clients in a variety of energy, healthcare, commercial, education, and hospitality markets nationwide. With offices in Akron, Cleveland and Columbus, Ohio, Houston Texas, and Pittsburgh, Pennsylvania, Welty has been Enriching Lives through Great Construction and Building projects since 1945. Welty has the distinction of creating some of the most prestigious community projects including the world-renowned Goodyear Tire & Rubber Company's new Global Headquarters, major renovations of the Pro Football of Fame, the FirstEnergy Transmission Control Center and is currently working on several Electric Utility Transmission and Distribution Projects in addition to many others.

At Welty Building Company, we live our terminal values of **Family, Safety, Communications, Diplomacy, Prosperity and Personal Growth**. We bring a creative energy to our projects where every individual is an essential part of the team. The work we do is collaborative, with an entrepreneurial spirit, and opportunity for growth and improvement. With our cutting edge approach, we expand the boundaries of the way things have always been done in favor of innovation, and exceeding our client's expectations. Welty does much more than construct and build great projects and buildings, we build relationships – with our clients, employees and the communities they serve.

The work locations of these positions could be located in (but not limited to) OH, PA, WV, MD, NJ and will be determined by management based on business needs.

This position coordinates and supervises pre-construction, construction and post-construction activities for distribution/transmission/substation projects.

Specific job responsibilities include, but are not limited to, the following:

- Participating with Project Managers in packaging instructions to bidders, specifications or design drawings and coordination with others
- Participating in construction pre-bid meetings and site visits, assist in responding to contractor questions arising out of bid meetings and in the evaluation of contractor bids
- Monitoring and overseeing contractor work to ensure projects are meeting scheduled deadlines, construction standards, safety requirements and other contract criteria

- Facilitating equipment and material procurement, staging, and monitoring for contractor use
- Acknowledging receipt of materials for projects and ensuring materials received are same materials called for by design professionals
- Inspecting work performed by contractors against design and construction standards
- Preparing project-specific reports to management
- Acting as initial point of contact and liaison between contractor field crews and Project Manager
- Documenting project site meetings with contractors that address issues such as safety, performance, quality control, or adherence to construction schedules
- Initiating and maintaining daily logs, documenting contractor identification, contractor headcount, site-specific weather information, changes to work scopes, and other project data and information
- Coordinating local switching orders and contractor requested outages
- Assist in reviewing and analyzing contractors' documents supporting request for payment and/or change orders
- Verifying critical contractor field testing
- Coordinating contractor and electric utility project acceptance testing and checkout prior to final project release for service
- Inspecting circuits prior to energizing or re-energizing (this will be collaborative with contractor and client representative)
- Maintaining list of all items needing contractor modification/work/change (punch list) prior to final acceptance
- Ensuring that "as-built" drawings are prepared and submitted by contractor and received by Operating Companies and Engineering
- Participating in contractor evaluation, project review meetings and meetings concerning "lessons learned". Providing feedback to Engineering, design professionals, and asset management on contractor costs for estimating future projects

Qualifications:

- Five or more years of construction and site management and electric utility-specific (transmission, distribution or substation) field experience.
- Strong project management and construction management skills are required with a demonstrated ability to develop, manage and control multiple tasks.
- Experience with a project management and construction management tools such as Primavera, MS Project, etc. with related Scheduling/Resource Planning expertise a plus.
- Detailed Project Controls experience is a plus.
- Excellent interpersonal skills, strong written and verbal communication skills and strong analytical ability are required.
- Successful candidate must be a team player and possess a willingness to work in a team environment.

Welty offers competitive compensation and benefits package.

Interested candidates should send their resumes, along with contact information, in confidence to careers@thinkwelty.com

Welty Building Company Ltd. is an equal opportunity employer.