

## **Division Coordinator**

To provide administrative support and take responsibility for a range of duties that help promote efficient day to day operations. Serve as a liaison between the Field employees and the Office. The Division Coordinator will maintain records, organize databases, prepare, distribute, and record documents.

- Review and approve timecards weekly in Heavy Job. Monitor labor hours, per diem payments, equipment hours, and job/phase codes for accuracy.
- Approve invoices received to be paid. Code invoices to the correct phase/job, monitor and track quantities and pricing.
- Communicate Daily with the Field Operations to keep up to date with status reports and the needs of the employees and supervisors to excel on the project.
- Review and approve employee expense reports turned in from the Field or assist in obtaining approval for payment from the proper authority.
- Be available to project managers, supervisors, and all employees to assist with any needs they have.
- Assist with iPad set up for division supervisors. Help train the Supervisors and troubleshoot problems with their devices as needed.
- Enter Job, Phase, and detail information for all repair projects into Viewpoint and Heavy Job from the start of project to the end and update as needed throughout.
- Assist with project submittals. This could include material certifications, daily traffic logs, SWPPP reports, shop drawings, etc.
- Assist with end of project pickup activities.
- Assist with bidding, certifications, running reports, gathering information, creating spreadsheets, and processing information for extra work items.
- Assist with field employee specific training.
- Visit Job sites periodically as needed.
- Assist in the enforcement of Company policies and procedures.  
Communicate with Safety and HR departments any necessary information received from the Field Operations and its employees.