

Position Description

Position Title:	Project Coordinator	Direct Reports:	None
Department:	Architecture	Classification:	Exempt
Location:	Any Kingscott Office, Remote	Approved Date:	
Reports To:	Director of Architecture	Revision Date:	10-1-2024

Position Summary:

The Project Coordinator will plan and design, and/or facilitate the execution of new building designs, and plan, design and/or facilitate the execution of building expansions or renovations according to clients' needs, desires, and financial resources.

Organizational Values:

Our belief in people leads us to work with project partners that have people at their center. Our company values are:

- Investing in People
- Achieving the Extraordinary
- Serving with Humility
- Finding Fun in Our Work
- Committing Ourselves to Mutual Success
- Fearlessly Exploring
- Striving for Authenticity

Essential Responsibilities:

- Identifies, through consultation, clients' requirements, approximate budget, timetable, and possible needs for future expansion.
- Determines clients' preferences regarding materials, styles, colors, and other variables.
- Works to identify through collaboration clients' priorities in terms of needs vs. desires.
- Assists clients in defining their priorities and vision by preparing preliminary sketches of options.
- Prepares and presents designs, specifications, estimated costs, and proposed construction schedule.
- Creates detailed plans integrating engineering, electrical, and HVAC considerations; presents plans to clients for review and approval.
- Modifies new or existing plans as required.
- Prepares scale drawings and contract requirements and submits for bids.
- Collaborates with clients to select and award construction contracts.
- Collaborates with head builder and clients to facilitate the building process to meet clients' specifications.
- Performs other related duties as assigned.

Non-Essential Responsibilities:

- Other duties as assigned by the Project Director and/or the Project Manager.

Supervision Received:

General Direction: Plans and arranges own work. Uses a wide range of procedures to accomplish assigned objectives.

Supervisory Responsibilities:

No supervision: No supervisory responsibilities.

Education & Experience:

- Bachelor's degree in architecture required; master's degree; preferred
- 5+ years of relevant architectural design experience, including ability to complete construction documents and specifications; required. Prior K-12 educational facility design; preferred
- Proficiency in Revit, required.

Other Knowledge, Skills & Abilities:

- Excellent verbal, listening, and written communication skills.
- Extremely proficient with computer-aided design (CAD) software such as AutoCAD and Revit.
- Proficient in Microsoft Office Suite, Bluebeam or related software.
- Excellent problem-solving, negotiation and consultation skills.
- Ability to translate client ideas into visual and/or tangible references; including drawings or models.
- Knowledge of architectural, civil, structural, and electrical disciplines; building construction; cost estimating; and building codes.
- Possess and demonstrate solid analytical, communication, and interpersonal skills.
- Ability to work in an energetic and fast-paced work environment; juggling multiple projects, meeting deadlines on time and within budget.
- Ability to regularly travel throughout the state of Michigan and surrounding area for business purposes.

Are you interested in being part of a collaborative culture with significant opportunities for professional growth? Apply now!

How to Apply:

- Please send your resume and cover letter to Maureen Weatherby at mweatherby@kingscott.com

Physical Requirements:

Average Daily Physical Requirements	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position				X
Move about work area		X		
Use hands/fingers to handle or feel				X
Reach with hands and arms		X		
Ascend/Descend (stairs/ladder/etc.)		X		
Bend, stoop, kneel, crouch, or crawl		X		
Communicate with various parties			X	
Detect flavors or smells	X			
Move containers up to 30 pounds	X			
Visual acuity				X
Read and understand written word				X
Drive/Travel			X	
Operate computer and general office machines				X
Operate Machines:	X			
Other:				

Environmental Conditions:

Average Daily Environmental Conditions	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.				X
Plant environment: Exposure to dust, oil, various chemicals, and extreme noise.	X			
Warehouse environment: Exposure to extreme temperatures, noise, hazardous equipment, and fumes from trucks.	X			
Travel: Limited exposure to outside elements.		X		
Other:				

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.