

Rose Paving Company

National Project Coordinator - Atlanta

About the Company

Rose Paving Company, a multi-million-dollar company, leads in providing complete parking lot management solutions to commercial and industrial properties nationwide. Services include asphalt patching; asphalt reconstruction; asphalt resurfacing; sealcoating; cracksealing; concrete maintenance including installation and repair of concrete curbs, walks, and pads; storm sewer repair and installation, lot marking, and green paving solutions.

Established in 1974, Rose Paving Company is a privately held company that maintains its corporate headquarters in Bridgeview, Illinois, with branch offices in Streamwood, IL, Denver, CO, Atlanta, GA and Pomona, CA. We are proud to report that because of our expertise, dedicated employees, and loyal customers, Rose Paving has been the recipient of numerous awards and honors. We are considered to be the leaders in our industry and have a staff of over 150 employees. As a company, we continue to make great strides in exceeding industry, customer, and employee expectations.

Job Description

Summary

Assist the Project Manager on asphalt pavement maintenance projects and oversee and maintain traffic control on projects, assist clients, the Senior Project Manager and Director of National Operations, customers and subcontractors with site related issues. In addition, conduct evaluations of parking lot maintenance needs. The Project Coordinator will assist the Project Manager with planning, directing, and scheduling the necessary resources for the completion of various projects assigned. Project Coordinators will assist in controlling costs associated to projects and they will help identify, manage and control changes associated to a scope of work on various parking lots by communicating to necessary stakeholders in the project. 40% to 70% overnight travel will be required.

Responsibilities

- Plan work according to objectives and interface with customers, subcontractors and vendors.
- Communicate with key stakeholders, (sales, senior management, Project Managers, crews and subcontractors) in the project
- Identify, manage and control changes
- Analyze results based on facts obtained
- Track and report progress
- Establish project traffic control and lot closures with the Project Managers
- Monitor project plan established by Project Manager
- Prepare project status reports and complete post job evaluations of work

Requirements:

- Analytical – Synthesizes complex or diverse information
- Collects and researches data
- Uses intuition and experience to complement data
- Designs work flows and procedures
- Problem Solving – Identifies and resolves problems in a timely manner
- Develops alternative solutions
- Works well in group problem solving situations
- Uses reason even when dealing with emotional topics
- Project Management – Develops and coordinates project plans
- Completes projects on time and within budget
- Manages project team activities
- Pursues training and development opportunities

- Responds promptly to customers' needs
- Maintains confidentiality
- Demonstrates group presentation skills
- Writes clearly and informatively
- Gives and welcomes feedback
- Inspires and motivates others to perform well
- Helps implement cost savings measures
- Displays a willingness to make decisions
- Sets goals and objectives
- Prioritizes and plans work activities
- Safety and Security – Observes safety and security policies and procedures
- Commits to long hours of work when necessary to reach goals, including overnight travel 40% to 70%
- Ability to apply concepts of basic Algebra and Geometry

Physical Demands/Work Environment

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, reach with hands and arms and talk and hear. The employee is frequently required to stand and walk. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles. The noise level in the office environment is usually moderate; in the field, it can be very loud.

Salary

Competitive salary commensurate with experience. Includes comprehensive benefits package.

This is to be considered an outline of the work involved in this position and should not be construed as a limitation of duties or responsibilities from the standpoint of the employee or of Rose Paving Company. All Rose Paving employees are expected to have a willingness to share in the responsibilities and duties of others when necessary to “get the job done” and to contribute their particular skills or expertise, however possible, for the benefit of the company. This will require that the employee develop and maintain a good rapport with all members of the Rose Paving Company Team. Such ability will be to the benefit of the employee and will not go unnoticed by the company.

Contact

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