

Job Title: Scheduling Coordinator	Reports to: Construction Manager
Classification: Salaried Exempt	Revised: May 2017

Position Overview:

The primary function of this position is scheduling and coordinating equipment and resources for each paving job effectively and efficiently.

Essential Duties and Responsibilities:

- Scheduling of all paving work
- Communicate schedule to Construction Manager, Plants, Paving and others as directed
- Informs QC department of paving needs and or schedule
- Gather complete job information from owners and customers
- Dispatch all construction and paving equipment
- Assists truck dispatcher
- Approve billing for jobs that do not have project managers
- Reviews list of unbilled jobs monthly. List is provided by the accounting department
- Reserve, coordinate and schedule rental equipment as needed
- Monitor compliance with DOT regulations; monitor driver data sheets for lowbed drivers
- Maintain professional, effective, and efficient communication with owners, contractors, towns and office
- Requires periodic travel between Company locations and job sites
- Must be able to take phone calls off hours
- Gas noninations for HMA plants
- Payroll time sheets for low bed drivers
- Communicate with garage on repairs, equipment needs and fueling
- Other duties as assigned

Education/Experience Required:

A bachelor’s degree preferred but not required and 2+ years of professional experience in construction. Computer literacy required, with proficiency in Microsoft Office software. Must possess strong written and oral communication skills.

Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and use hands to finger, reach with hands and arms, handle, feel, talk, listen and smell. The employee is occasionally required to climb or balance, stoop, kneel, bend, crouch or crawl. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds.

Work Environment

The noise level in the work environment ranges from moderate in the office to occasionally loud at field locations.