

PRECAST CONCRETE PROJECT COORDINATOR/CHECKER

Division	ASC
Location	Buchanan, GA
Job Title	Precast Concrete Project Coordinator/Checker
Reports to	General Manager and Design Engineering Manager

GENERAL DESCRIPTION

The primary responsibilities include:
 Checking erection drawings and shop cards, performing senior-level drafting, coordinating with Project Managers and Engineers and maintaining project timelines.

RESPONSIBILITIES

- Check shop cards and plate details
- Check erection drawings
- Perform senior-level drafting if necessitated by workload
- Coordinate with Engineers, Project Managers, Plant Manager and Sub-contract Draftsmen
- Provide information and guidance to draftsmen to maintain project schedules
- Delegate drafting workload
- Perform production material take-offs
- Perform erection material take-offs
- Be a resource for plant and field personnel questions
- Attend weekly scheduling meeting

PERFORMANCE REQUIREMENTS

EXPERIENCE:

- Minimum 5 years of experience in structural precast drafting
- Minimum 3 year of experience checking structural precast drawings

CAPABILITIES AND COMPETENCIES:

- Thorough understanding of construction drawings and specifications
- Excellent communication and organizational skills
- Self-driven and works with a sense of urgency and positive attitude

SPECIALIZED KNOWLEDGE:

- Sound CADD application skills
- Knowledge in the precast/prestressed concrete industry

CONTACT INFORMATION: Please send cover letter and resume to: jdeugan@enconunited.com.