

Job Coordinator (Foreman) :: Synopsis
Fiorilli Construction, Inc. Cleveland, OH

Fiorilli Construction is a high growth General Contracting, Design Build, and Construction Management firm focusing on enhancing our relationships locally, within the Midwest and expanding nationwide. We are currently seeking dedicated, creative, high performing rock star in our industry who understand the teamwork and trust that is required in the commercial construction industry along with our hyper-growth culture.

We are exceptional in the construction field, have integrity in all we do, and believe in contributing to an amazing culture within our work environment. We believe in the philosophy of work hard, play hard. We all have various interests outside of the office; we are committed to family, and are passionate about our lifestyles. At the end of the day, building synergistic authentic relationships is our #1 priority. We do not believe that this is just a job, but a passion and we bring that to each and every project that we do.

We are looking for exceptional, seasoned commercial construction experts able to service clientele for a large variety of construction projects and take responsibility for all project productivity, communications, and controls while operating effectively and efficiently in a collaborative environment. Ideal candidates must be passionate about providing outstanding services to deliver a great product while demonstrating a strong sense of accountability.

Executive Summary

The Company's primary goal for your position is to utilize your skills as a Job Coordinator (Foreman) for all variations of projects, large or small, timing with other assignments permitting. Your position may require you to travel and manage flow of multiple projects at times depending upon the workflow company wide as determined at the discretion of the Company.

Qualifications:

Candidates must have a minimum of 5 years' experience working in a large scale professional commercial construction environment, possess strong accountability, problem solving for the greater good, the ability to maintain solid relationships, and exhibit attention to detail in conjunction with excellent communication skills. Cutting edge technical savvy skills are preferred.

Reports to: General Superintendent

Accountabilities:

1. Jobsite Relations
2. Jobsite Management / Communications
3. Maintain Schedule
4. Contract Resolution
5. Safety & Quality
6. Punch / Closeout
7. Journeyman Trade Work

Core Competencies:

- i) Dedicated to Fiorilli Construction's (FCI) Core Focus (BSAR & DCE), Core Values, SMART Guarantee, & 10² Company Vision shared:

CORE VALUES:

1. **BSAR™ (Building Synergistic Authentic Relationships)**
2. **OWN IT**
3. **Always a Pro**
4. **Integrity in All We Do**
5. **Cutting Edge Cool**

CORE FOCUS:

1. **BSAR – Building Synergistic Authentic Relationships**
2. **DCE – Deliver Construction Excellence**

- ii) Maintain Company, team, individual priorities to ensure overall Company profitability, full support to Company goals & success, full support to co-workers success, maintain the best interests of the Company as 'priority one' in all activities. Act as good ambassador/liaison on the behalf of the Company with owners & vendors to develop quality relationships and interest in FCI.
- iii) Ability to systematically analyze complex problems, draw relevant conclusions and implement appropriate solutions. Competitive, strong sense of urgency & problem-solving ability. Timely delivery / hitting deadlines / nailing it under pressure
- iv) Great communication, coordination and multitasking skills. Strong electronic, written, verbal skills with ability to convey complex information in a way that others can readily follow.
- v) CONFIDENTIALITY. Client, co-worker, and vendor "transfer of trust" abilities
- vi) Tech savvy, solid knowledge of software and programs inherent to the Company.
- vii) Excellent negotiating and persuasive skills, both in one-on one and group situations.
- viii) Ability to meet the physical and mental demands to perform the duties required for this position.
- ix) Lead by example in the following:
 - (1) Passionately dedicated to the success of the Company and its employees
 - (2) Promote conducting ourselves via our CORE VALUES in all we do
 - (3) Instill employees and co-workers as our extended family
 - (4) Instill Customers and Vendors are our partners

Key Responsibilities:

1. Specific project assignments, as determined by the Director of Construction, will require abilities to coordinate, supervise, and occasionally self-perform construction trade activities.
2. From time to time, project assignments may include a variety of travel and out of town work assignments.
3. Maintain positive relationships with clients, subcontractors, suppliers and coworkers.
4. Direct all field personnel, subcontractors and vendors and verify in the field their work scopes in order to achieve completion of the project on schedule, within budget and at a high quality level.
5. Maintain the construction schedule, identify and solves problems. Assist the Project Manager in keeping schedules properly updated, and ensure that the job meets the various required dates.
6. Self-perform rough and finish carpentry, misc. finish work (tile, painting, etc.) and cleanup as may be needed/assigned.

7. Order materials and schedule inspections as necessary throughout the process.
8. Prepare, schedule and supervise completion of a preliminary and final punch lists.
9. Promotes and monitors job site safety, encourages safe work practices and rectifies job site hazards immediately, and ensures all company employees and contractors are adhering to the company safety policy.
10. Maintain a clean and organized job site, including the construction office.
11. Conduct weekly coordination & safety meetings with subcontractors and issue typewritten minutes as a result thereof.
12. Verify that each Subcontractor has completed his contractual requirements as condition precedent to beginning work at the jobsite. This includes a Certificate of Insurance, executed Subcontract and a Safety Program.
13. Cost & Quality Controls - Inspect all trade work; VIF all sub AWA request in writing; obtain Owner AWAs with signatures
14. Prepare all daily and weekly reporting including daily reports, safety reports, 2-week look ahead schedules, etc.
15. Resolves issues effectively—seeing real problems, being comfortable with conflict, calling out the problems, and solving the problems in a practical and healthy manner. Ensures the leadership team is healthy, functional, and cohesive.
16. Effectively collaborates and stays on the same page with team members
17. Exemplifies and upholds our core values: Building Synergistic Authentic Relationships, OWN IT, Integrity in all we Do, Always a Pro, Cutting edge Cool People.
18. Exemplifies and upholds our Core Focus: Delivering Construction Excellence via Building Synergistic Authentic Relationships

First Year Outcomes together:

If selected, we are hopeful that our initial expected outcome in our first year together will be:

1. 2 Rock star project Delivery Awards (by clients)
2. 2 VIP core client recommendations
3. 2 VIP co-worker core values appreciative inquiry stories

Fiorilli Construction offers cutting edge competitive compensation as well as a progressive benefits package.