



**Position Description:
LABOR COMPLIANCE PROJECT
COORDINATOR**

POSITION PURPOSE

The Labor Compliance Project Coordinator/Construction Administrator (LCPC) provides oversight and assistance to our Construction Management group overseeing the daily operations by providing overall support to publicly funded public works projects, including investigations, auditing, and reporting duties. The LCPC will act as the main interface of our labor compliance projects ensuring good relations with the state agencies, unions, construction associations and stakeholders.

WHAT YOU'LL DO

ESSENTIAL TASKS AND RESPONSIBILITIES

- Working closely with the Construction Manager, scheduling meetings, appointments, CM PANs
- Updating various Excel spreadsheets to keep CM Manager informed
- Coordinating task, deliverables and resources with Project Managers
- Project planning in Deltek Vision for self-managed smaller projects or for larger projects managed by Engineer, Construction Managers and other staff
- Tracking labor compliance documents, investigations, report deadlines, etc.
- Reviewing and identifying prevailing wage within the DIR guidelines and through DIR website
- Interfacing with contractors and subs, conducting interviews as needed
- Managing reporting for various entities
- Preparing pre-contract labor compliance
- Auditing labor documents
- Verify all labor compliance materials submitted by Prime contractors and their subcontractor prior to final project completion
- Educate contractors and subs to understand and comply with DIR and Awarding Body regulations and processes
- Maintain current file of preliminary lien / stop notice filings from subcontractors, receipt of lien / stop notices releases; promptly address any unreleased lien / stop notice or potential lien / stop notice
- Preparing reports and tracking action progress on action items
- Interfacing with legal team as needed
- Communicating with unions, municipalities and other entities as needed
- Assisting with Project Coordination: RFIs, bids, submittals, pay requests, change documentation and other project support



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WHO WE NEED

ESSENTIAL SKILLS AND ABILITIES

- Excellent written and verbal communication skills
- Ability to work well independently or within a team
- Must be able to complete tasks with little or no supervision
- Exceptional attention to detail
- Strong understanding of financial accounting concepts
- Ability to effectively work with various government agencies, union organizations, etc.
- Must possess strong working knowledge of Work, Excel, Outlook. Sharepoint experience is helpful
- Ability to work well independently or within a team

PREFERRED SKILLS AND ABILITIES

- Bilingual (Spanish) skills are helpful
- Experience analyzing documents using critical thinking skills
- MS Project experience preferred, but not required

EDUCATION

- AA or AS required, BA or BS preferred

EXPERIENCE

- Minimum of two (2) years' experience in Labor Compliance or Construction Administration
- Extensive understanding of Labor Compliance policies, procedures and practices, including an in dept understanding of the CA Labor Code pertaining to Public Works Projects

ORGANIZATIONAL RELATIONSHIPS

Labor Compliance Project Coordinators work closely with the Construction Manager, as well as respective Project Managers, Engineers, Planners, and other technical staff members. The Labor Compliance Project Coordinators should develop close relationships with all members of the construction discipline throughout the company, as well as Branch Managers and Senior Engineers and/or Engineering Group Leaders in order to provide themselves with a rich knowledge base of advisors. Labor Compliance Project Coordinators are expected to work with engineering, survey and other groups throughout the entire firm in order to promote our "One Company" philosophy.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION ABOVE	
PRINT:	DATE:
SIGNATURE:	SUPERVISOR/HR: