

Job Description

Project Coordinator – Dallas/Ft Worth

Job Responsibilities

We are looking for experienced Project Coordinator to assist with our telecommunications construction project in the Dallas/Fort Worth area. We're family owned and operated, with a financially stable business, with advancement opportunities. Please review the summary and qualifications of this position and submit your resume for immediate consideration.

Project Coordinator Responsibilities

A successful Project Coordinator will perform the activities related to pre-construction UG work including customer walk-outs and white line marking for UG projects. At a minimum, the position requires a good working knowledge of UG construction; ability to work in outside environments; ability to read construction prints; verify locates & utilities before construction starts and possesses a valid Driver's License. Provide field support, documentation, and direction as needed.

Job Requirements

- A good work ethic.
- Must have good communication skills and a positive attitude.
- Willingness to follow directions and work in a team environment.
- Experience with reading construction prints.
- Able to work in a fast paced environment.
- The ability to work safely, with or without supervision.
- Must be able to work independently at times and demonstrate good judgment and logical problem solving skills.
- Experience in coax and fiber construction.
- Must be able to walk long distances and lift up to 50lbs unassisted, more assisted.
- Be able to hand dig to expose UG utilities as required.
- Must be detailed oriented.
- Work outside in all types of weather.
- Valid Driver's License required.

Benefits

We offer competitive compensation and full benefits.

Benefits include:

- Health, dental, vision
- 401(k) with match
- Paid Time Off

All candidates are required to pass a pre-employment drug screen. All candidates must pass a background and motor vehicle record check that meets company standards. All candidates must be authorized to work in the United States.