

Construction Coordinator

Duties/Responsibilities:

- Participate in morning planning meetings, to help prioritize the maintenance and construction needs of various departments.
- Coordinate with MOC field operations and contractors, to manage construction projects and insure their completion in an efficient, safe, and timely fashion.
 - Schedule project start/stop times, shutdown of equipment for work to proceed
 - Schedule permitting with ops team and contractors to ensure efficient time management
 - Manage ordering and delivery of construction materials
- Coordinate reactive responses to day-to-day maintenance issues, as they arise.
 - Re-prioritize projects on the fly and re-route contractor personnel to respond to “mayday” issues and changes of job scope in real time
- Maintain safe and healthy work environment for both MOC personnel and contractors under supervision by following standards and procedures; complying with legal codes and regulations.
 - Attend contractor safety/tailgate meetings, review jobsite JSA’s, Job site transfer permits, and various other permits to ensure work is being performed in a manner that co-insides with MOC safety standard and expectations.
 - Work with contractors and vendors to ensure they provide MOC with a workforce that is well trained and equipped to carry out their job duties.
- Meet financial standards by providing project budget information; monitoring and tracking expenses and expenditures; identifying variances; implementing corrective actions.
 - Verify accuracy of contractor and vendor invoices to eliminate coding errors.
 - Compares invoice information to work performed to ensure costs are allocated to the appropriate AFEs
 - Verify labor and material costs are in line with project budgets to reduce the frequency of overcharges and change orders
 - Identify deviations from project proposals, budgets, scopes, and timelines, implement corrective actions to bring projects back on track.
 - Works with production, rotating, and facilities departments, to put together AFE project scopes.
- Work with MOC asset management team to assist with scoping, planning and cost estimates for capital development projects.
 - Participate in project planning meetings, perform job walks, utilize historical project data, knowledge of required work, and any other resources available, to compile cost estimates for proposed projects
 - Provide cost estimates to use as basis for future development and maintenance budgets and project AFEs
 - Work with department leads and project engineers to develop project scopes and bid packages for approved work.
- Work with vendors and contractors to ensure competitive bidding of labor and materials, while setting and achieving a high standard for safety and quality control.
 - Manage bid process of labor and materials for capital projects to ensure fair and ethical treatment of vendors and contractors, while procuring the best quality and value available.

MACPHERSON

POWERING THE FUTURE

- Work with department leads and project engineers to ensure accuracy of bid packages and material take-offs to streamline bid process and ensure accuracy of bids.
- Oversee warehouse operations, assisting warehouse personnel with materials procurement, organization, and inventory tracking.

Required Qualifications:

- High School grad or G.E.D.
 - 2-5 years Oil treating, water plant and Steam Generator experience, preferred.
 - Good understanding of oilfield production and process equipment.
 - Must be self-motivated, ability to work with minimum supervision, have reliable attendance and demonstrate flexible cooperative behavior in the workplace.
 - Good communication, organizational, and interpersonal skills.
 - Basic computer skills (familiarity with Microsoft Office) and simple mathematical calculations.
- Salary DOE