



July 26, 2017

### Our Company

Founded and originated as a full service landscape design build firm in 1984, KGK has impacted the local industry through a combination of relentless quality, design creativity, problem solving, leadership, and trustworthiness. Today KGK continues to strive for excellence through its guiding principles of approach, process, and implementation.

In 2017, KGK announced the addition of Derek Kuryla, PLA, ASLA to further broaden our range of skills, creativity, and as an extension into landscape architecture and urban design services. His background and knowledge in landscape architecture, urban design, and master planning acquired from The Ohio State University and Columbus-based design firm, MKSK Studios, will allow KGK to take on diverse design challenges, whether public, private, commercial, or residential. From conceptual design to construction detailing, master planning to project implementation, KGK places an emphasis on consistency and innovation that has led us to an industry wide recognized reputation and level of respect.

### Construction Project Coordinator, Full Time Position

In support of our diverse set of design build services, we are seeking a Construction Project Coordinator to provide integral components to ensure the success of our large and small scale design and or design/build projects. During the pre-contract phase the coordinator is responsible for all front end tasks to ready the project for the design phase. Onsite measuring, site analysis and CAD drafting as well as product research are key responsibilities. Once the project is in production, the coordinator is responsible for material procurement, inventory management, scheduling assistance, and construction administration. Three years' experience in related position and Associates Degree or higher in Construction/Project Management, Landscape Architecture, or a related field is required.

### *Primary Qualifications & Skills:*

- **Professional Experience & Education:**
  - Experience with or around construction site work is a necessity. Accredited college degree within the following disciplines: Construction Management (preferred), Landscape Architecture, or Architecture. (Applicants with previous experience without formal education will be considered on a case-by-case basis)
- **Exceptional Professional Skills:**
  - Reliable communication skills with clients and staff, both verbal and written; a proven record of providing excellent internal and external customer service; ability to make and meet deadlines; excellent organizational skills, multitasking efficiency, and ability to manage multiple projects simultaneously; paperwork accuracy and effectiveness; collaborative team mentality (with internal and external staff); deals well and builds upon existing/future clientele, vendors, business partners, and employees (internal and external); critical thinker, problem solver, and ability to learn new skills; ability to work independently with occasional supervision.
- **Computer & Technical Skills:**
  - Windows 10 OS, AutoCAD, Vectorworks, Microsoft Office Suite (Excel & Word primarily), Web-Based Project Management Programs, Adobe Suite Products (Acrobat Pro, Illustrator, Photoshop, InDesign, etc.), Arc GIS, Sketchup, Bluebeam; ability to read blue prints; knowledge of city codes, permitting and regulations.

*For an in depth look at job responsibilities please visit*

[www.kgkgardening.com/openings/Construction-project-coordinator.pdf](http://www.kgkgardening.com/openings/Construction-project-coordinator.pdf)



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*Primary Job Functions:*

- **Material Ordering** – Work with final designs/contracts alongside design/administrative staff to accurately quantify and order all special order and/or inventory stock project materials in a timely and effective manner prior to construction commencing. Work directly with vendors on delivery dates, times, shipment arrangements, labels, etc. per 100% construction drawings to appropriate projects. Work with foreman and/or lead designer to accurately distribute all project materials prior to construction commencing.
- **Inventory Tracking/Management** – Efficiently and accurately maintain an understanding and record of existing stock and/or special order inventory/material items. Daily tracking with project leads and accurate record-keeping with administrative staff of all distribution/consumption of project or inventory materials. Keep up-to-date analysis of past, current, and future projects with office administration. Auditing company reports with office administration as needed. Collecting and organizing company receipts with administration staff during and after project has commenced.
- **Project Scheduling** – Assist administration and studio staff with formulating and distributing project schedules and timelines for internal and external use (staff and project related schedules). Administering and arranging subcontractors' scope of work, bids, construction drawings, and project schedules with lead designer and administration staff
- **Project Measuring** – Accurately measure buildings, site, topography, public and private easements, utilities, property lines, etc. on site and/or with GIS software. Take valuable site/project photos, make notes of all existing structures/inventory. Provide design staff with a detailed analysis/report of site for current/future project design purposes.
- **Site Surveys** – Work with state licensed surveyors on administering and acquiring surveys for large scale projects (residential and/or commercial). Accurately building and/or altering site surveys in AutoCAD to KGK and industry graphic standards
- **Project Basemaps** – Create accurate and current basemaps from KGK performed "Project Measuring" or outsourced "Site Surveys" for internal use within KGK design studio
- **Pre-Construction Meeting** – Meet on site with the project foreman and lead designer after 3-7 days of construction commencing (demo completed) to go over 100% construction drawings, existing conditions, project details, materials, deliveries, schedules, necessary in-field changes, etc. to ensure a successful project. Collect and distribute all vital information back to studio and administration staff on any project changes/adjustments or adjustments needed to be made on future projects. Provide lead designer/administrative staff with detailed notes for addendum plan drawings, materials procurement, work orders, etc.



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- **Construction Administration** – Administer and arrange OUPS or private utility marking companies to mark property prior to construction commencing. Ensuring all final design decisions are relayed to studio staff and are incorporated within 100% construction drawings. Ensure project walkthrough information is relayed to lead designer/studio /administration staff and is ultimately incorporated within 100% construction drawings prior to construction commencing (in a timely manner). Overseeing construction with lead designer and/or administration staff with 100% construction drawings to ensure design is being implemented correctly per bid set drawings throughout the entirety of any given project. If changes occur during construction due to client requests, in-field adjustments, unforeseen circumstances, etc. that information needs to be relayed to lead designer and/or studio staff to adjust/create construction drawings (addendums, bulletins, or sketches) and adjust/create additional quotes for clientele to sign/purchase. Ultimately those changes/revisions will be drawn by studio staff and given to project foreman during the project in a timely manner. Explanation of those changes will be required during this phase of the project. Constant communication between project foreman and studio staff is required at all times. With aid from lead designer/studio staff, large and small format plotting will be required throughout this construction phase. Delivery, comprehension, and translation of 100% construction documents to field personnel will be required at all times.
- **Post-Construction Meeting** – After project construction has been completed, construction project coordinator will need to document final as-built conditions by gathering site photos, mistakes, alterations, measurements, punch lists, foreman information, internal project audit, etc. to finish or fix work not built to company or clientele standards. Documenting and relaying information to lead designer, studio staff, and administration staff will be required.
- **Admin and Studio Staff Carrier** – Assist with delivery and task oriented items needed for projects (with internal and external staff)
- **Bidding and Estimation** – Assisting and aiding with bidding and estimating small and large projects. Both commercial and residential.

Please submit resumes and a sample of recent work to:

Email: [Amandagross.kgk@gmail.com](mailto:Amandagross.kgk@gmail.com)

or

Address: 1936 Georgetown Rd. Hudson, Ohio 44236