



CIVIL · STRUCTURAL · MECHANICAL · ELECTRICAL · SURVEY · SPECIALTY
2019-2022 Best Engineering Company of the Corridor

JOB DESCRIPTION

Job Title:	Project Coordinator	Job Category:	Hourly
Department/Group:	Building Services	Benefits:	Full
Location:	Iowa City	Travel Required:	Within 2 hour radius
Salary Range:	Commensurate	Position Type:	Full-Time
HR Contact:	Rob Decker	Date Posted:	9.8.2022
Website Posting:	www.axiom-con.com/hiring (please visit our website for more info about Axiom!)		

Applications Accepted By:

EMAIL:
rdecker@axiom-con.com

MAIL:
60 EAST COURT ST. #3, IOWA CITY, IA 52240

Job Description

We are looking for a capable project coordinator to serve within our Building Services Department. The Building Services Department at Axiom comprises our Structural, Mechanical, and Electrical Engineering staff and also includes Design staff (working in Revit) and This position will provide critical support to the department coordinating with all of its disciplines – structural, mechanical, and electrical engineering. This position will involve critical thinking skills, requires adaptable and flexible attitude, and requires provision of unmatched client service day in and day out. This is a position that is anything but “rinse and repeat” with a lot of job variation and differentiated tasks.

The successful candidate for this position will be extremely detailed, forward-thinking, and problem-solving. Being a self-starter and incredibly diligent with task and schedule management are key. This position will serve under the direct guidance of the Building Services manager and will serve as an essential cog to facilitating all work and deliverables for the team. They will work on planning, design, and construction tasks with the biggest focus being on back-end services. Construction Administration tasks including plan QA-QC, scheduling and schedule tracking, permitting, engagement with authorities having jurisdiction, construction site visits, inspections, meetings, and a host of other duties.

This opportunity provides for mentorship and instruction, where necessary. The ideal candidate may not be skilled in all of these areas but will have the opportunity to learn some of these skills from their manager. Prior experience with construction, scheduling, engineering design, specifications, progress reporting, team coordination, presentations, marketing, and drafting all a plus. Candidates should highlight their experience in these areas if they have it. In this role you will work daily to complete timely work with expectations for frequent and quick changes in task requirements. You will work closely with engineers, clients, contractors, and our Building Services team to provide fully integrated coordination results. Expected hours/week are 40 minimum.

Primary roles for this position will be:

- Scheduling
- Creating Schedule Deliverables
- Proposal Assistance
- Marketing Materials and Assistance
- Daily Team Coordination
- Specifications
- Instructions to Contractor
- Design Progress Meetings
- Survey Scheduling and One Calls
- Progress Reporting
- Site Visits
- Plan Markups
- QA/QC of Plan Production
- Architectural Coordination
- Shop Drawing Reviews
- Construction Progress Meetings

Axiom Consultants is a three-time winner and four-time finalist of the Best Engineering Company of the Corridor (Iowa City – Cedar Rapids metro area) which comprises nearly 500,000 residents. Our company provides an incredibly unique work environment and a rare set of services for a smaller company. We focus on service for our clients and provide incredible communication, responsiveness, and efficiency that we have become known for across the area. Our small, multi-disciplinary teams tackle projects both large and small for a diverse range of clients. Candidates will find a fun work environment with a really great group of people who are all truly friends and family. Being able to work with engineers of multiple disciplines together and have all disciplines in-house creates an incredibly fun and supportive environment where employees can thrive.

Required Education, Software, and Skills

Associates Degree Required

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| <ul style="list-style-type: none"> ▪ Valid Iowa driver's license ▪ Ability and desire to work inside and ▪ Ability to interface with clients in professional manner ▪ Motivated problem solver ▪ Excel, Word, Outlook, Powerpoint | <ul style="list-style-type: none"> ▪ Collaborative and professional attitude ▪ Strong professional references ▪ Excellent speaking and writing skills ▪ Attention to detail and note taking ▪ Meticulous note taking – OneNote required ▪ General Computer Aptitude |
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Preferred Education, Software, and Skills

Bachelor's Degree (or higher) in related field preferred.

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| <ul style="list-style-type: none"> ▪ Bluebeam ▪ Autocad ▪ Revit ▪ Sketchup ▪ InDesign ▪ ProCore and Submittal Exchange | <ul style="list-style-type: none"> ▪ Website Design/Wix ▪ Microsoft Project ▪ ComCheck ▪ Construction Experience – site and building ▪ Matterport Scanning ▪ TwinMotion |
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