



STUDENT ACTIVATION



Construction Coordinator

By collaborating with engineers, designers, and other workers, **construction coordinators** prepare for jobs months in advance. They use **blueprints** to understand the scope of work and create **timetables** and work schedules. These rule-followers inspect the work carefully to ensure the site is both safe for the workers and that all rules and regulations are implemented. Their attention to detail comes in handy when equipment is put into place and as they check to see that all jobs are completed according to plan, design, budget, and timeline. Construction coordinators work in many industries, including the natural gas and oil industry.

CONSTRUCTION COORDINATOR ^{1,2}

Construction coordinators are communicators, decision makers, and leaders. They need to collaborate with others when planning and implementing their work. They must convey complex information and directions both orally and in writing. They need to analyze the job at hand and decide the best crew for the job. They create a timeline and stick to deadlines and budgets. Construction coordinators use their leadership skills to delegate tasks and talk through problems that arise. They have a lot of rules to follow, but their attention to detail ensures that the site remains safe and compliant.

Blueprint

A design plan or technical drawing.

Timetable

A chart showing a project's schedule.

IS CONSTRUCTION COORDINATOR A GOOD CAREER FOR ME?

Me	Construction Coordinator
I have a curious mind. I like to predict and solve big problems.	Construction Coordinators are curious problem solvers.
I enjoy leading teams and helping others learn things.	Construction Coordinators are confident leaders who are comfortable delegating tasks.

¹ <https://www.betterteam.com/construction-coordinator-job-description>

² <https://www.ziprecruiter.com/Career/Construction-Coordinator/What-Is-How-to-Become>

Construction Coordinator

STUDENT ACTIVATION (CONTINUED)



I am organized. I like following directions and procedures step-by-step.	Construction Coordinators are organized and methodical and must adhere to rules and regulations.
I finish my assignments and projects on time.	Construction coordinators are in charge of developing and managing project timelines to keep things on time and on budget.
I enjoy explaining things, and I am a good writer.	Construction coordinators are excellent communicators.

How does this career help me?	How does this career help the world?
If your family has ever remodeled a part of your home, you have likely worked with a construction coordinator. They are the expert project managers who help plan and maintain your project to specifications and regulations. They act as the liaison between supply stores, architects, builders, electricians, plumbers, and more!	Every time we walk into a building, whether we realize it or not, we are trusting and depending on the work of a construction coordinator. They were there before us managing water, electricity, waste, builders, supply chain issues, etc., allowing us the convenience of utilizing buildings without concern. By following safety guidelines and building regulations along the way, these leaders ensure that we are living in safer communities.

What are some similar careers?
<p>Cost estimators estimate the time, money, materials, and labor it will take to complete a job by collecting and analyzing data.</p> <p>Civil engineers design, build, and oversee projects that deal with infrastructure, like roads, sewers, and natural gas.</p> <p>Engineering managers oversee engineering companies' plans and activities.</p>

Here are ways to practice the skills to be a successful **construction coordinator**:

- Plan a party! Allow enough time to think of all the details and delegate some tasks to others. Check in and assure that all is getting done in a timely manner.
- Think about a teacher or boss that you admire. Write down the characteristics that stick out to you when they are leading people. Focus on those skills within yourself and think of times you have used those skills to lead others.
- Ask your caregiver if you can do the meal planning and grocery shopping for a week. How much are you allowed to spend? How many people do you need to feed? What are some healthy meals that everyone will enjoy? Are there any allergies or food restrictions? Stick to the budget and guidelines and have it all ready by the beginning of the week.