

Building with vision, grit and a heart since 1979, Clemens Construction Company is a full-service general and carpentry contractor based in Philadelphia. Our diverse portfolio reflects expertise with multi-family, urban infill, historic preservation projects, commercial, retail and healthcare. As a respected leader in the community, we develop meaningful, long-lasting relationships with owners, developers, architects, designers, and local unions. Our team has both energy and experience and truly love what they do. Clemens is committed to diversity and inclusion on all projects as well as maintaining an open and collaborative environment for all. Clemens offers competitive salaries, flexible work schedules to promote a healthy work/life balance, comprehensive benefits package that includes Employer paid health/dental benefits and life insurance policies. We also have an Employer matching 401k program and Flexible Spending Accounts. Clemens has a great management team who believes in the importance of Talent Development and offers professional development and mentoring opportunities to ensure employee success. Clemens has won several awards such as the *Merit Award* from the American Institute of Architects of Philadelphia, the *Best Green Space Project*, *Best Historic Preservation Project* and *Excellence in Craftmanship* from the General Building Contractors Association just to name a few.

POSITION

Project Compliance Coordinator

POSITION SUMMARY

The Project Compliance Coordinator's primary responsibility is to support the project team regarding contract modifications, compliance, payments, reports, and any other duties related to the project. This position reports to the Office Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

PROJECT ADMINISTRATION

- Tracking and Storing Subcontracts/Purchase Orders, Change Orders, Insurance for All Projects. Documents to be Countersigned and Returned. Compliance to be Checked Daily and Contact Made with Contractors. Accounting Notified of Non-Compliant Contractors. Contract Document Logs are a Vital Part of Our Processing.
- Have Contract Document Log Binder Updated on a Weekly Basis for Review at Weekly Meeting with Office Manager.
- Maintain Record of All Marked Up Contracts/Change Orders and Continue to Follow Up with Project Team.
- Maintain an Expired Certificate of Insurance Log for All Projects. Be Mindful of Upcoming Expiration Dates. No Contractor Should Ever be Onsite Without Insurance.
- Keep Record of All Apprentices Onsite and Whether or Not Their Apprentice Certificate is on File. No Apprentice Can be Certified in LCPtracker With an Approved/Valid Certificate.

- Print Workforce Utilization Summary Report to Monitor that Gender and Ethnicity are Being Specified. This Report is Printed Weekly.
- Enter all Subcontractors and Sub-Subcontractors in LCPtracker, Assure They Have Gained Access, Review All Certified Payroll Reports for Accuracy, Reject Certified Payroll Reports that are Non-Compliant, Monitor Reports for Number Order and Week Ending Dates. Keep Certified Payroll Compliance Logs Updated Daily.
- Full understanding of all Components of LCPtracker. E-Documents, Apprentice Certificates, Employee Profiles, Reports, Restitution and Remittance Process. Must Communicate with all Project Assigned Consultants on the Owner Side and Have Record of Their Requests and Completion of Their Requests. Logs are to be Maintained to Track Restitution and Remittance Compliance.
- Collect and track compliance documents.
- Maintain accurate project records and documentation.
- Work closely with project managers and other team members.

OFFICE ADMINISTRATION

- Greet visitors, offer refreshments, find the party they are seeing and seat them in the proper conference room or office.
- Communicate with building guard desk and monitor office cell phone.
- Direct office traffic accordingly.
- Open and route incoming mail.
- Courier / Fed-Ex / outgoing mail.
- Stock kitchenettes with water, coffee, soda, supplies, etc.
- Tidy up common spaces throughout and at end of day.
- Support Office Manager with Company-related projects and events.
- Other duties as assigned or needed.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required. Associate's degree preferred.
- Minimum 2 years prior experience working in the construction industry.
- Must have experience working with LCPtracker.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or other related software.
- Strong communication skills with the ability to overcome objections.
- Key competencies are Communication, Teamwork, Initiative, and Dependability

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodation, to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Sit for long periods of time.
- Look at a computer for extended periods.
- Use hands and fingers to lift a minimum of 3 pounds

COMPENSATION & BENEFITS

Comprehensive Medical, Dental, and Vision
Flexible Spending Plans
Life Insurance
Supplemental Insurance Plans
401K with employer matching
Employee Discounts Programs

Paid Time Off
Paid Holidays
Incentive Compensation Bonus
Educational Reimbursement Programs
Employee Assistance Programs
Industry Membership Programs

Clemens Construction Company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.