

# Construction Field Operations Coordinator

Company: JP Tank, Inc.

Location: Wisconsin-based with travel to job sites sometimes out of state

Position Type: Full-Time – Field Based - Must be willing to travel

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## Position Overview

JP Tank is seeking a Field Operations Coordinator to support jobsite operations and ensure projects run efficiently.

This role serves as the bridge between the office team and field crews, focusing on project coordination, production tracking, quality control, and jobsite logistics.

This position is not a crew foreman role. Instead, it focuses on planning, coordination, data tracking, and operational oversight across multiple active job sites.

The Field Operations Coordinator will frequently travel between job sites and work closely with foremen and the office team to ensure projects remain on schedule and within budget.

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## Key Responsibilities

### Production Data Collection

Collect and track daily jobsite production data including:

Square feet of formwork installed

Tons of rebar installed

Cubic yards of concrete poured

Labor hours worked

Submit production reports to the office for job costing and forecasting purposes

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## Daily Jobsite Reporting

Prepare daily jobsite reports including:

Weather conditions

Work completed

Production quantities

Labor hours

Equipment usage

Jobsite delays or issues

Safety observations

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## Jobsite Coordination

Assist foremen with jobsite coordination including:

Scheduling work activities

Coordinating material deliveries

Coordinating concrete pours

Coordinating equipment deliveries

Supporting daily jobsite planning

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## Jobsite Logistics Planning

Ensure job sites are prepared for upcoming work including:

Equipment placement

Material staging

Truck and pump access planning

Work sequencing coordination

Planning work several days ahead to prevent delays

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## Quality Control

Perform jobsite inspections to verify work meets plans and specifications.

Responsibilities include:

Verifying formwork alignment

Confirming rebar installation

Reviewing drawings and shop drawings

Identifying potential problems before concrete pours

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## Pre-Pour Inspections

Before concrete pours, complete quality control checklists including:

Waterstop installation verification

Rebar placement verification

Formwork alignment checks

Conduit placement checks

Concrete truck access preparation

Site readiness verification

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## Equipment & Tool Coordination

Coordinate equipment rentals and deliveries

Schedule equipment pickup when equipment is no longer needed

Track equipment usage on job sites

Assist with tool and trailer inventory between projects

Ensure trailers are stocked and ready for the next project

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## Safety Coordination

Assist with jobsite safety monitoring

Participate in safety meetings and reporting

Identify potential safety hazards

Assist with Job Safety Analysis (JSA) processes

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## Time Tracking & Payroll Support

Review daily crew time logs

Confirm correct job cost coding

Submit daily time reports to the office

Ensure accurate labor reporting

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## Communication with Office

Provide regular updates to office staff regarding:

Production performance

Jobsite issues

Schedule updates

Material and equipment needs

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## Owner & Site Meetings

Attend jobsite meetings when required

Provide updates on project progress

Coordinate with project stakeholders as needed

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## Project Closeout

Assist with punch list completion

Support final inspections

Coordinate equipment and tool demobilization

Assist with project documentation during closeout

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## Required Skills

Strong organizational and communication skills

Ability to coordinate with field crews and office staff

Problem-solving mindset

Ability to observe and anticipate jobsite issues

Comfortable working in active construction environments

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## Preferred Experience

Construction field experience

Concrete construction or heavy construction experience

Foreman or field supervisor experience

Understanding of construction drawings and plans

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## Compensation

Typical salary range: \$75,000 – \$95,000 depending on experience.

Benefits include paid time off, 401k with match, company health insurance, and potential performance incentives.