



Pre Construction-Coordinator

Title of Position: Preconstruction Coordinator

Position Type: Fulltime, 45-50 weekly hours.

Pay Range: \$31-\$34/hr.

Location: Fieldwork, Colorado Front range.

The Pre-Construction Coordinator at Element Steel Services plays a critical role in supporting successful project execution by performing and managing pre-award and pre-construction activities such as estimating, project management, cost control and Logistics engineering for structural steel erection projects. This position serves as the liaison between fabrication partners, and field operations to ensure all project requirements are clearly defined, coordinated, and ready prior to mobilization.

Responsibilities

- Review contracts, drawings, and specifications for scope and constructability
- Create Estimates and Proposals
- Identify equipment needs, verify site conditions for cranes and forklift accessibility
- Coordinate pre-construction meetings and project setup activities
- Track RFIs, submittals, drawings, and revisions
- Assist with erection sequencing, scheduling, and logistics planning
- Coordinate with fabricators on material status and delivery schedules
- Support safety planning and quality control requirements

Qualifications

- 10+ years experience in structural steel construction or project coordination
- Ability to read and understand structural steel drawings
- Strong organizational and communication skills
- Proficiency in Microsoft Office
- Structural steel erection experience
- Familiarity with AISC standards and QC processes

How to Apply: Send work summary/resume Via Email elementsteelcareers@gmail.com.
Or follow link on careers page at www.elementsteelservices.com

ELEMENT STEEL SERVICES is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.