



SITE COORDINATOR

Position Overview:

The Site Coordinator supports the field operations by maintaining organized, safe, and efficient jobsites throughout all phases of construction. This position is responsible for site readiness, material and tool logistics, jobsite cleanliness, demolition support, punch-list completion, and other hands-on field tasks that contribute to successful project execution. The Site Coordinator serves as a key resource in the field, ensuring projects are prepared, organized, and aligned with Jkath's standards of craftsmanship and client experience. This position is ideal for a candidate who is eager to further develop their knowledge and skills in residential construction.

Job Responsibilities:

Site Operations & Logistics

- Visit multiple jobsites throughout the week
- Maintain jobsite cleanliness and organization
- Transport tools, materials, and equipment between headquarters and project locations
- Coordinate material deliveries and staging
- Ensure sites are prepared for upcoming work activities

Construction Support

- Assist with demolition, site preparation, installation, and finishing work
- Perform touch-ups and complete punch-list items
- Hang mirrors, accessories, and other design elements as directed
- Safely operate hand and power tools
- Support field teams as needed to maintain project momentum

Communication & Documentation

- Communicate site needs and progress to the Project Manager
- Assist with project documentation in Buildertrend and other company software
- Report jobsite issues, damage, missing materials, or safety concerns promptly

Safety & Professionalism

- Maintain a safe work environment
- Follow company standards and procedures
- Represent Jkath professionally with clients, vendors, and subcontractors
- Lift up to 50 pounds and perform physical jobsite activities regularly