



Company Name: Capital Area Transit System

Title of Position: Construction Document Coordinator

Position Type: Part-Time

Pay Range: 59,000.00 to 100,000.00 (Depending on experience)

Description of Responsibilities: The Construction Document Coordinator will work closely with the project coordinator and project manager organizing, managing, and overseeing all aspects of the assigned projects from initiation to execution and completion.

Required knowledge/skills:

- Strong knowledge of project management
- Proficient at utilizing a computer and related software programs
- Works independently with general supervision
- Ability to multi-task
- Attention to detail
- Strong organizational skills
- Strong written and verbal communication skills

Education, training and experience requirements: Associate's or Bachelor's degree in business, engineering, construction engineering or a related field 3-5 years' experience in or a related role

Must satisfactorily pass a background examination, physical examination, and DOT drug/alcohol screening.

How to apply: Please submit a cover letter and resume to: catscareers@brcats.com. Applications and resumes will be received until suitable candidate(s) are selected.

CATS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation,