

## JOB DESCRIPTION



**Job Title:** Part-Time Site & Special Projects Coordinator  
**Department:** Development  
**Reports to:** Director - Development  
**Direct Reports:** None  
**Date Prepared:** March 2018

<b>Job Summary</b>	Responsible for the site conditions of WindMark Beach, a St. Joe Community project, located between Mexico Beach and Port St. Joe, FL.
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Acts as on-site contact for various construction, maintenance and mitigation projects, as well as, tenant site inspections, and other support functions throughout the community.</li> <li>2. Maintain company facilities and communicate repair needs, repair and maintenance prioritization, and items in need of additional resources through regular status reports to corporate office.</li> <li>3. Assist in budgetary preparation and assessments: develop scope, obtain proposals, and coordinate company-approved construction and/or maintenance activities.</li> <li>4. Conduct general compliance inspections on Design Review Board-approved home construction and report deficiencies.</li> <li>5. Ensure compliance and maintenance of required mitigation signage.</li> <li>6. Perform reasonably tasked maintenance and repairs on company-owned facilities, systems, and equipment.</li> <li>7. Assist with coordination of special events.</li> <li>8. Assist Commercial Leasing with coordination of tenant access and site visits, tenant improvements, coordination with utility companies for new installations, coordination with sign vendors for signage updates and general support for Commercial Leasing needs.</li> <li>9. Support as needed the Design Review Process and approvals.</li> </ol>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>▪ High School Diploma or GED preferred.</li> <li>▪ 3-5 years of experience in construction, building maintenance or related field preferred.</li> </ul>
<b>Knowledge, Skills, Abilities</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of basic construction and power tool operation.</li> <li>▪ Good communication skills and ability to work with others.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>▪ Ability to operate normal office equipment</li> <li>▪ Ability to operate a motor vehicle</li> <li>▪ Ability to travel</li> <li>▪ Ability to do manual labor for extended periods of time (up to 8 hours)</li> <li>▪ Ability to lift up to 20 lbs.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>▪ Outside environment.</li> <li>▪ Occasional travel to other office locations or work sites.</li> </ul>

*The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.*