



**Position:** Track Coordinator

**Reports to:** Track Construction Manager

**Essential Functions:**

- Undertake technical and feasibility studies including site investigations including bridge demolition, signs and lighting.
- Manage site work, superintendent, and foreman.
- Ensure compliance in respect of Health and Safety (prevention program) and quality system.
- Ensure compliance with the standards of construction designs, plans and specifications.
- Ensure compliance with the budget of project.
- Ensure that the plans meet the guidelines, the requirement of building codes and other regulations.
- Interact with subcontractors and other members of the engineering.
- Prepare work breakdown structures, quantity takeoffs, and requests for quotes.
- Identify local subcontractors and suppliers, solicit quotes, and prepare comparison sheets.
- Participate in preliminary and final cost estimates.
- Evaluate project risks and mitigation strategies.
- Identify contract document conflicts and recommend solutions.
- Assist the project manager when help is needed.
- Prepare all the reports and sketches (related with the scope of work) to fulfill the requirements of the contract or according to the Ontario standards.
- Perform all other related tasks that will help complete the project.

**Qualifications:**

**Required**

- Bachelor's degree in civil engineering or all other equivalent training.
- At least Two (2) to five (5) year experience.
- Experience with rail/track projects is vital.
- Good initiative, attention to details.
- Ability to work in a team environment.
- Excellent verbal and written communication skills.
- Excellent MS Excel and MS Word skills, Autocad.

**Working Conditions/ Physical Effort:**

- Able to perform in a fast-paced environment.
- Prolonged sedentary positioning.
- Moderate physical activities.