



Position: Project Coordinator

Reports to: Utility Construction Manager

Reporting to the Utilities Manager, and under the direction of the Superintendent, the Project Coordinator – Utilities, will be responsible for assisting with the coordination and management of work on site to ensure the compliance of construction with the drawings and specification.

Essential Functions:

- Assess levels, material quantities, inspections, equipment to ensure requirements are maintained to perform the work.
- Monitor work performance to ensure project rules, procedures, and safety requirements are being followed.
- Advise Superintendent and Utilities Manager of potential problems, work interferences and schedule difficulties and assist in determining resolutions.
- Maintain and analyze up-to-date cost reports and submit necessary changes to ensure the project is delivered within budget.
- Work with the contractors and consultants in a professional manner and have the ability to communicate effectively both the concerns and best interests of the project.
- Accurately recognize and document the need for SIs & RFIs and successfully distribute documents to the appropriate parties.
- Identify, draw, and communicate sketch components such as hoisting layouts, form work layouts, and form work detail; recognize and resolve errors, omissions, and conflicts in applicable drawings.
- Organize, direct, and assess subcontractors/vendors as required.
- Organize, attend, and prepare the Minutes of Meeting for the Preconstruction Kick Off meetings with subcontractors/ suppliers.

Qualifications:

- University graduate in civil engineering
- Specific knowledge and experience in dealing with utilities or gas or telecom
- Minimum of 3+ years working experience in all phases of a project.
- Experience working with Primavera or MS Project an asset.
- Experience working with Auto and 3D models an asset.
- Logical approach to problem solving, persuasive powers, ability to motivate.
- Excellent written and oral communication skills.
- Excellent time & Project Management skills.

Working Conditions/ Physical Effort:

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