

Project Coordinator - construction

Job description

Position Responsibilities:

- Assist the Project Superintendent in planning, coordinating and supervising construction activities including crew and equipment
- Ensure compliance with the Occupational Health & Safety Act and Regulations for construction projects by implementing the Company's OH&S management system
- Maintain and manage plans, specifications, cost, and material estimates, subcontract and related reports
- Establish, monitor and initiate updates to, construction work schedules
- Maintain accurate cost control plans by entering daily units of completion and processing time cards and material packing slips for payment and cost control updates
- Coordinate proper procurement of construction materials ensuring timely delivery and accuracy of purchase orders
- Expedite progress payment certificates, final payment certificates and all extra work orders as per contract
- Calculate all productivity and material yields
- Arrange and conduct construction field services as required
- Maintain diary for each project on a daily basis
- Employees may also be assigned other work as required

Educational Criteria:

- Civil Engineering Degree or Civil Engineering Technologist or Technician Diploma and related experience

Working Conditions:

- Standard 45 hours per week, will be required to work overtime and night shifts based on operational requirements
- Working on a job site, from a construction site trailer
- Travel to/from/within jobsite(s)
- Daily exposure to construction environment i.e. heavy equipment, oncoming traffic, inclement weather (heat, cold, rain etc.)

Position Dimensions:

- Valid full class G drivers license
- Relocation would be the responsibility of the applicant
- Demonstrates a sense of urgency and strong commitment to achieving goals and objective
- Focused on details, highly organized and works effectively with shifting priorities and rapid change
- Effectively examines events, issues and problems to generate optimal solutions in a timely manner
- Communicates with impact and creates an environment in which people communicate openly and honestly

- Fosters teamwork and cooperation with a strong ability to work with a highly functional team of experts
- Strong computer skills (Microsoft Office)

To be eligible, ***must be authorized*** to work in Canada for any employer. Qualified candidates should submit their resume (through this we-site) as soon as possible.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. ***No telephone calls, please.***

Email your resume, to: ***HRservices@metricgrp.ca***

At Metric Group, it is our policy to provide equal employment opportunities to all qualified persons, without regard to race, creed, colour, religious belief, sex, age, nation of origin, ancestry, disability or veteran status. We are committed to delivering and improving accessibility in employment for all persons with disabilities. Accommodation is available, upon request, in the application and interview process and in the course of all other methods of employee selection and training.

COVID-19 precaution(s):

- Remote interview process (within Canada)
- Personal protective equipment provided or required.
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

COVID-19 considerations:

Metric is COR certified and we take all preventive measures to ensure the health and safety of all its employees, visitors and those around them.