

Career Opportunity

Position Title	Construction Inspector & Master Municipal Contract Administrator
Status	Full-time, permanent
Location	Surrey, BC

Overview

McElhanney Consulting Services Ltd. seeks a **Construction Inspector & Master Municipal Contract Administrator** to join our growing team in Surrey. You will have the opportunity to work on a variety of exciting projects including Municipal, Transportation, Land Development and Design Build and P3 Infrastructure Projects throughout the Vancouver region!

Responsibilities

- Provide Contract Administration and on-site contractor supervision to monitor the quality and progress of the work being performed
- Lead or assist in the development of tender and contract documents
- Complete construction cost estimates and quantity take offs
- Maintain inventories of bid item quantities and generate payment authorizations
- Provide reporting of work progress and issue construction memos to contractor as needed
- Provide guidance to entry level staff and oversee material testing and surveying operations
- Identify field and design issues and facilitate corrective measures
- Liaise with contractor, client and affected stakeholders during construction operations.

Requirements

- 8+ years of municipal and/or highway experience preferably in the Lower Mainland
- Ability to interpret construction drawings and specifications and compare them with construction in progress; detecting faulty materials and workmanship, and suggesting appropriate remedies
- Experience with construction surveys
- Exceptional organization and follow-up skills; ability to thrive in a fast-paced, multi-tasking environment
- Experience with Microsoft Office
- Experience preparing/compiling payment and construction inspection reports
- Ability to work well in a high-pressure environment with minimal supervision; ability to use initiative and independent judgment
- MMCD CA and/or CPWI status is preferred. Training for certification will be provided for successful candidates.

Benefits of working for McElhanney

- Locally based office with strong community ties and very positive working environment
- We are proud to be an employee-owned, multidisciplinary company of technical professionals managed by technical professionals
- Full benefits package, competitive salary, annual bonus eligibility and the potential to become an owner of the company
- An assortment of company-sponsored professional development activities.

If this is the opportunity for you, visit www.mcelhanney.com/careers to apply online.



Established in 1910, McElhanney is a Canadian employee-owned company offering top-quality engineering, surveying, mapping, planning, landscape architecture, and environmental services. At McElhanney, you are working within a strong team that is well-established in the local industry. Our employees value working here because of our varied projects, high levels of autonomy, opportunities for career development, excellent total compensation and benefits package, and great team of professionals.

McElhanney's Surrey Engineering group is a multi-disciplinary professional office currently involved in many high-profile infrastructure projects. We enjoy a high level of job satisfaction due to solid team effort and a positive corporate culture. Located on the 23rd floor of Central City Tower, our modern office space is near the Sky Train and readily accessible via public transit.



McElhanney is committed to the principles of equity in employment.
View all of McElhanney's current career opportunities by visiting: www.mcelhanney.com/careers

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