

Job Description: Project Coordinator

Responsibilities:

- **When working in the field / work a minimum of two hours each day outside with the crew. Task's to be determined by the job (what needs to be done), Superintendent or Forman**
- Take part in the morning safety meeting, weekly and monthly site inspections
- Fill out and submit daily work order/ time sheet to: timesheets@condrill.ca
- Provide by Monday each week the minimum deliverables:
 - Updated tracking schedule
 - Updated pile or installed quantity log
 - Updated PO log
 - Updated submittal/ transmittal log
 - Updated RFI Log
- Check weekly rental equipment on site:
 - Return unused rentals
 - If going on turn around request rental breaks
 - Follow up on rental invoices to make certain we have been billed correctly
- Document daily Quality control as it relates to your project:
 - Pile Log
 - Reinforcing steel checklist
 - Pre-pour inspection
 - Concrete pour field log
- Manage the Contract and scope of Work, Identify and capture change
- Maintain RCO log and files
- Review, check and sign off on invoices as sent to you by AP
- Create force account invoices based on the daily work orders as required
- Document receivables as they arrive on site
- Assist construction Project Managers and Superintendents with daily office and site duties
- Attend meetings with clients/general contractors/subcontractors to determine project requirements, scheduling, and other progress tracking related issues
- Effectively and accurately communicate relevant project information to the client and project team
- Organize and file daily correspondence regarding submittals, RFI's (Request for information), and transmittals.
- Assist with site activities, including but not limited to; quality control for concrete pours, completing QA/QC checklists, updating and up-keeping daily photo log of activities on site, etc.
- Compiling and filing project related document, ie; Change Orders, Contract Specifications, Contract Drawings, Claims, etc
- Create AutoCAD drawings for job-specific work plans and staging diagrams
- Prepare drawings and sketches to support construction work as required.
- Assist the Project Manager and Superintendent, where applicable, in the day to day duties of a project's administration.
- Assist in plan and spec analysis in order to provide clear, trackable and coordinated interpretations of the design/drawings for construction.

- Research and recommend solutions to design document problems, including conflicts, interferences and errors/omissions.
- Monitor field work, including contract work, to ensure compliance with company standards, procedures, specifications, and codes.
- Participate in the continuous updating and accurate generation of as-built documents.
- Assist with the research and preparation of field change requests to resolve design issues. Conduct quality control activities in accordance with instructions, inspection programs, using specified control measuring and testing equipment.
- Understand and perform document control functions in accordance with on-site policy and procedures, including tracking and creating of RFIs, transmitting and tracking of submittals, compose agreements, and maintain project expediting list.
- Present oneself as a candidate for promotion by learning and understanding construction methods and developing good construction management skills.

Safety

- Ensure that site safety measures meet or exceed the parameters set out by the corporate safety manual, Workers' Compensation Board or other authorities
- Promote a positive safety culture with a target for zero incidents
- Become familiar with the Supervision and Worker Responsibilities outlined in the Construction Drilling Health and Safety Manual

Leadership

- Utilize the appropriate management skills to lead the team effectively in the day-to-day execution of the work
- Lead with integrity and demonstrate good work ethics
- Responsibly lead and mentor the team
- Investigate conflicts between the team, implement solutions

Requirements:

- Proficient in MS Office Suite of products
- Knowledge of MS Project
- Engineering degree or technologist diploma plus:
 - Junior - a minimum of two years construction experience in a construction supervisory role.
 - Intermediate - a minimum of five years construction experience in a project management role.
 - Senior - a minimum of eight years construction experience in a project management role.
- Working knowledge of construction equipment and techniques, drawings and specifications, building materials, and required standards applicable to discipline.
- Proficiency in department's computer system, department software, and typing necessary.
- Ability to assume responsibility and to interface and communicate effectively with others.
- Effective oral and written communication skills and ability to represent the company and project team in a professional manner to the client, related project staff, and the community.

I certify that I have read and understood the responsibilities and requirements assigned to this position.

Employee Signature

Printed Name

Date