

Coordinator, Construction Services

Defence Construction Canada (DCC) provides timely, effective and efficient project delivery and full lifecycle support for infrastructure and environmental assets required for the defence of Canada. In particular, DCC provides contracting, construction, maintenance, environmental, project and program management, facilities management and professional services to support its Client-Partners-the Department of National Defence and the Canadian Armed Forces (DND/CAF). The organization is founded on values of dedication, collaboration, competence and fairness.

The Coordinator, Construction Services, manages and administers medium-complexity construction, professional services and service contracts during construction to ensure compliance with contract requirements. The incumbent engages in daily discussions and negotiations with contractors, consultants and the Client-Partners about quality of work, interpretation of contract documents, scope changes, progress claim reviews and other issues. The incumbent addresses contract management risks within delegated authority, complies with service line requirements, and integrates activities with site teams and other service lines.

Primary

- Manage and administer contracts to ensure compliance with contractual requirements and quality specifications
- Coordinate and solve day-to-day contractual problems
- Monitor and control schedules
- Liaise with Client-Partner representatives (e.g. on contract-related problems and risks, negotiate and issue change orders)
- Maintain site activity records (e.g. photos, activity reports)
- Liaise with other service lines and site teams, as required
- Develop and maintain effective relationships within DCC, and with industry, the Client-Partners and/or stakeholders
- Ensure quality standards are met, in line with corporate and Client-Partner expectations
- Manage contract risks

Other

- Manage contract financials
- Coordinate consultant construction review and third-party testing
- Ensure health and safety, industrial security and environmental compliance
- Support and/or lead business development activities
- Other duties as assigned

General and Specific Knowledge

- Best practices, methods, trends and legislation in construction
- Construction, products and materials
- Project, contract and risk management principles
- Health and safety management

Formal Education and/or Certification(s) and Experience

- **Minimum:** college diploma in engineering, applied science or related field with four years' relevant experience, or the equivalent
- **Preferred:** certification in applicable field (e.g. Certified Engineering Technologist)

Abilities

- Use applicable computer software and operating systems
- Interpret drawings and specifications
- Apply project, contract and risk management techniques to construction and consultant contracts

Development and Leadership

- Provide functional advice and guidance to employees and to Client-Partners

Working Conditions

- Typical construction site environment; incumbent is required to wear basic safety equipment
- Some work may be in a typical office environment with occasional travel

Please apply through DCC's Website:

<http://chc.tbe.taleo.net/chc01/ats/careers/requisition.jsp?org=DEFENCECONSTRUCTIONCANADA&cws=1&rid=3173>