

Job Description

Job Title: Project Coordinator
Report to: Project Manager
Job Summary
The project coordinator works closely with the project manager to ensure that project(s) progresses according to the set schedule and within budget, as well as meet the high quality standards.
Responsibilities
<ul style="list-style-type: none"> • Responsible for material takeoffs, quantities and ordering • Track project progress against budgets and schedules • Quality control, reporting and project documentation • Monitor project work according to technical specifications and schedules • Support Project Manager and site Superintendent as required • Liaise with client representatives, consultant, and subcontractors and ensure all information is kept up to date • Attend project meetings and take part in project planning • Prepare meeting agendas and weekly work schedules • Procure subcontractors / suppliers and negotiate their terms of agreement • Work with project personnel to solve challenges and recommend solutions • Assist field staff with drawing reviews and quantity take offs • Liaise with regulating authorities on environmental and health and safety issues • Resolve on-site technical issues • Review and transmit shop drawings and other submittals • Manage change notices and change orders • Prepare RFIs, TMRs, and work procedures • Conduct QA/QC inspections and ensure compliance with CDB's Quality Management Plan • Prepare progress payments • Union workers hiring and lay offs • Other responsibilities as required
Qualifications required
Education
<ul style="list-style-type: none"> • Diploma in Civil Engineering Technician / Technologist or equivalent in experience
Certifications / Licenses
<ul style="list-style-type: none"> • Current Driver's Licence
Technical Knowledge and Experience
<ul style="list-style-type: none"> • Regulations and policies to ensure compliance through reporting and administration • Proficiency in reading drawings, plans and specifications • Knowledge of current construction practices and methodologies • Auto CAD, Microsoft Office • Budget preparation • Knowledge of Health and Safety federal and provincial regulations

<p>Core Competencies</p> <ul style="list-style-type: none"> • An out-going team player • Exceptional communication skills, oral and written • Accountability
<p>Job Specific Competencies</p> <ul style="list-style-type: none"> • Analytical and problem solving • Proficiency with planning and follow up • Initiative • Workplace Health and Safety Awareness
<p>Health and Safety Trainings (Provided by CDB)</p> <ul style="list-style-type: none"> • Workplace Violence and Harassment • Basics of Supervising • Health and Safety Awareness • First Aid (Optional) • Incident Investigation • Lockout / Tag out (Project Based) • Working at Heights (Project Based) • WHMIS • Workplace Inspections • Confined Spaces (Project Based)
<p>Assets</p> <ul style="list-style-type: none"> • Bilingual at English and French an asset • MS Project • Previous Experience on bridge and dams projects
<p>Work Conditions</p> <ul style="list-style-type: none"> • Mobility for various assignments in Ontario • Willingness and ability to work overtime when necessary to deliver the project on time
<p>Travel</p> <p>Frequent travel to the site location(s) located throughout Ontario</p>

In business since 1861, Demathieu Bard is committed to preserving our close-working relationships while respecting each individual equally. We maintain open communication based on a culture of trust and transparency. Our operational approach is designed to promote employees' initiative, innovation, self-reliance and accountability. There are endless possibilities for our people, and definitely room for mutual growth.

To get started, please send us your resume to apply: cv@cdbtechno.com

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