

### **Position Details**

**Title:** Project Coordinator

**Rate of pay:** \$65K - \$75K

**Job Type:** Full Time, Permanent

Working at Thunderbolt means being part of a large team with the resources to let you perform your best and we want you to be part of our continued success. Our team is growing and we're seeking an experienced Project Coordinator to work on the exciting and ever-expanding portfolio of projects in our Commercial Division. The Project Coordinator assists in all aspects of the project including scheduling, submissions, customer relations, contract management, change management, quality control, safety, GPS data preparation and GPS field layout.

### **Responsibilities:**

- Collaborate with project team to develop the landscape construction plan.
- Assist the Project Manager to ensure project procedures, standards and contract specifications are met.
- Plan and prepare landscape construction schedules and milestones and monitor progress.
- Maintain all project documentation, electronic and / or hard copies as per company policies.
- Communicate with the general contractor, subcontractors, engineers, and architects.
- Order materials and schedule deliveries to ensure materials arrive on time and in accordance with the design specifications and project schedule.
- Prepare, submit, and follow up on permits and utility locates; identify any potential problems and review with the Field Supervisor.
- Perform material quantity take-offs from construction drawings.
- Schedule and coordinate site inspections.
- Work with the project team to develop, update and monitor the project specific safety requirements.
- Assist the Project Manager in preparing monthly progress payment certificates.
- Prepare GPS data files and assist field staff as needed with file uploads, site calibration, site layout and final as-built measurements using the GPS equipment.
- Communicate and coordinate activities with other staff (Site and Head Office) to ensure smooth production operation.
- Site work with the ability to travel locally and work extended hours as required to meet project deadlines.

### **Education & Qualifications:**

- Post-Secondary Diploma, preferably in Civil Engineering/Landscape Construction
- Minimum 2 years of proven related experience
- Previous GPS experience an asset.

**BUILT ON DEDICATION, DRIVEN BY EXPERIENCE**

### **Skills & Experience:**

- Clear understanding of contracts, drawings, and specifications, as well as construction methods, materials, and regulations.
- Must demonstrate sound judgement, be reliable and organized with exceptional time management skills.
- Willing to work in a team environment utilizing effective interpersonal skills to establish and maintain strong working relationships.
- Proactive and able to prioritize workload, organize and multi-task over long hours in a fast-paced and dynamic work environment.
- Ability to keep accurate records with a strong attention to detail.
- Proficient and professional in oral and written communication.
- Willingness to learn with a positive attitude and a strong ambition to succeed.
- General computer knowledge with experience using Microsoft Word, Excel/Google Sheets and Adobe Acrobat
- Familiarity with GPS technology an asset.
- Must have a clean driving record with a valid full class G driver's license.

### **Why you should apply:**

- Competitive total compensation package.
- Health care and dental benefits.
- Advanced training and opportunities for career advancement.
- Deferred profit-sharing plan.
- Regular team building activities
- A positive and fun family-oriented environment.

### **Schedule:**

- 10–12-hour shifts
- Monday to Friday
- Work Location: 40% Head office & 60% Construction sites

If you are looking for a change with a great opportunity for personal growth and success in a team environment, apply today by emailing your resume to [jobs@thunderbolt.ca](mailto:jobs@thunderbolt.ca). We appreciate all applications, however, only those selected for an interview will be contacted.