



Project Coordinator/ Survey Technician

Job Description

We are currently seeking a full time, Permanent Project Coordinator/ Survey Technician to assist with coordination, estimating, and field layout for construction projects in the ICI, Agricultural, and Residential sectors ranging in value from \$100,000 - \$10,000,000.

Suitable candidates will be responsible for the following in their daily role:

- Quantity take-offs for estimates and material orders
- Attend site and coordination meetings.
- Preparation and distribution of tender documents and invitations
- Review and interpretation of drawings, specifications, related construction documents.
- Preparation of draft schedules & budgets and project cost tracking
- Preparation and coordination of safety paperwork, signage, and material for projects
- Preparation and distribution of contracts and awards
- Preparation of progress invoicing
- Preparation and distribution of meeting minutes and ongoing project instructions
- Preparation and distribution of project closeout documents
- Review of jobsite progress for QC/QA audits
- Review jobsites for health and safety audits
- Utilize survey equipment for layout of buildings and their elements
- Utilize survey equipment for collecting and checking information onsite
- Perform minor drafting and design input from survey information.

Requirements

The successful candidate must have the following to be considered:

- Minimum One year experience working in Construction in Canada
- Intermediate knowledge and experience of building construction
- Strong knowledge of computers and programs such as MS office and bluebeam
- Ability to read and interpret Construction drawings and specifications for all facets of construction.
- Ability to clearly communicate with Owners, Consultants, and subcontractors.
- Ability to work independently and in teams.
- Must have Drivers license and Valid transportation.

Coleman Construction Ltd.

General Contractors & Construction Managers

P.O. Box 8, Avonmore, Ontario K0C 1C0 • Tel.: (613) 346-5594 • Fax: (613) 346-1471

Email: info@colemanltd.ca

- Must Read, Write, and Speak English (French/ English Bilingual considered large asset)
- Post Secondary education in Construction related field (OR Equal experience in Construction in Canada)

Compensation

- Salary Range \$60,000 - \$80,000 Annually
- Benefits Package
- RRSP matching program
- Employment growth opportunities

apply to info@colemanltd.ca

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