

Niko Lehtonen
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Longer Term Goals: Seeking to apply my knowledge and expertise to attain long term employment

Professional Achievements:

- Performed labour on a secure site for a contract exceeding \$1B.
- Trusted and selected by industry to perform renovations of two Federal Ministers' offices (i.e. Minister of Finance and Deputy Prime Minister).
- Assembled a delay claim for a project delayed more than 4 years.
- Successfully recovered \$2M in delay claims.

Professional Experience:

Health & Safety Manager / HR

2022-2025

Simluc Contractors Ltd., Ottawa, Ontario

- Managed recruitment and training for 80 workers
- Alternate company security officer
- Lead company representative responding to workplace accidents
- Managed WSIB claims
- Updated safety policies, managed incident reports and files for 9 active crews
- Conducted site inspections and corresponding ministry of labour disputes
- Union representative
- Lead all security clearance and status checks for company staff and new hires
- Produced site safety documents including lift and overhead plans

Site Supervisor

2020-2021

Fred Trottier Construction Ltd., Ottawa, Ontario

- Managed multidisciplinary teams on site
- Supervised work conducted on site
- Tracked workers hours and coordinated with payroll
- Tracked site activities and coordinated with contract billing
- Managed COVID checks
- Maintained site

Estimator, Site Coordinator and Safety Representative

2017-2020

Serco Construction Ltd., Ottawa, Ontario

- Coordinated site material delivery
- Assembled delay claims and audited site expenditure
- Provided advice to clients on construction costs and practices
- Main contact for injury reporting
- Lead contract hunter and submissions officer (MERX and OCA)
- Provided pre-start project management along with handover

Apprentice Lather

2012-2017

Local 2041, Ottawa, Ontario

- Interior systems installation and steel-stud framing
- Performed plan layout
- Job-site clean-up and on-site construction inspection

Residential General Contractor

2008-2011

Niko's Contracting, Ottawa, Ontario

- Managed small crews for labour purposes
- Managed billing, invoicing and payroll
- Renovated pool houses and sheds
- Exterior painting and fence installation
- Interior painting and house renovation
- Installed yard and driveway interlock pavers and hot tubs

Property Management Student Labourer**Summer 2010**

National Arts Center, Ottawa, Ontario

- Carpenter's Aide
- Mechanical labour in confined spaces and at heights exceeding 80 feet
- Mechanical cleaning with caustic cleaners

Property Management Student Labourer**Summer 2008**

National Arts Center, Ottawa, Ontario

- Archiving Autocad
- Carpenter's Aide
- Job-site Safety Officer
- Room renovation (plastering, painting and ceiling tiles)

Academic Achievements:

Civil Engineering Technologist Algonquin College, Ottawa, Ontario	2012
Civil Engineering Technician Algonquin College, Ottawa, Ontario	2011
Building Construction Technician Algonquin College, Ottawa, Ontario	2009

Technical Certification:

Working at Heights	2024
Five Step Safety Supervisor	2022
AODA (Accessibility Ontario Disability Act)	2021
WHMIS	2020
Use of propane tools	2017
Power Elevated Work Platforms (Interior/Exterior)	2017
Zoom Boom (Interior/Exterior)	2017
St. John's Ambulance First Aid	2017
Construction Sign Language	2010

Technical Skills:

extensive experience in Plan Reading, onsite quality control and estimating
Skilled in Autocad, CAD similar software, estimating software, management software
Has successfully supervised and lead other workers

Interpersonal Skills:

Innovative thinking / strong communicator / strong technical report writing / strong collaborator

Security Clearance:

Federal - Secret II (expires 2031)
Provincial - Recognized through Triton

References available on request.