

## **Project Coordinator**

### **Overview**

The primary objective of this position is to provide support to the project management team and coordinate daily road construction activities on various residential / commercial projects in Edmonton and surrounding area. This position may require complete oversight of aspects of the project scope or coordination of various smaller projects as determined by the project requirements/ Project Manager

### **Responsibilities**

- Aid in the pursuit of projects through the bid process. This may include aiding the writing of proposals, information gathering or other estimating tasks as assigned.
- Assist the estimating team on quantity take offs.
- In conjunction with the project manager and estimating team, prepare accurate and competitive cost estimates, schedules and quantity verifications
- Assist project kick off, including leading required scope preplanning, contact submissions including schedule, safety plans, eco plans and quality plans.
- For smaller projects, ensure project plans, coding and locates have been distributed to supervisors and crews.
- Ensure an understanding of project scope and productions.
- Responsible for all safety and environmental aspects on projects and at worksites in accordance with current OH&S and environmental regulations. Promote Lafarge's safety culture.
- Project coordination including attending site meetings, identifying and pricing work extra to the contract, coordinating and scheduling the project with the customer, invoicing, collections, and resolving any disputes involving the customer and any other third parties.
- Collaborate with the project team including overseeing jr. coordinators and project support staff and collaborating with supervisors and crews.
- Verify job site quantities. This is done either through internal survey, external survey or plan take offs.
- Assist the Project Manager with monthly progress invoices, reporting monthly accruals and review and approve supplier and subcontractor invoices.
- Monitor project costs and financial reports. Provide feedback to operations and estimating departments.
- Direct liaison with customers, consultants and owners. Ensure that client satisfaction has been achieved.
- Collaborate with the accounting team to ensure cash collections and other accounting targets are being achieved.
- Ensure project close out items are completed including documentation hand overs and post constitution inspections are completed and approved.
- Complete project reviews and provide management a close out review upon season or project completion.
- Other tasks as assigned.

## **Qualifications**

### **Educational Background:**

- A diploma or degree in Civil Engineering with a C.E.T designation is preferred. A combination of educational background along with skills/field experience will be considered.

### **Experience:**

- Computer literate.
- Understanding of Microsoft excel, Microsoft project, Bluebeam and estimating software.

***As part of our dedicated focus on the health and safety of all employees, a pre-employment medical, including drug and alcohol testing and a criminal record check, may be required.***

## **Surveyor**

### **Overview**

The successful candidate will become part of a construction team in Edmonton focused on municipal and Commercial projects such as Roadbuilding, Concrete Restoration, Asphalt Resurfacing and Parking Lot Construction.

### **Safety Responsibilities:**

- Daily safety documentation
- Participate in tool box talks
- Safety Training as needed

### **Daily Responsibilities:**

- Work directly with superintendents, estimators, project managers and foremen ensuring all are informed of project requirements, timelines, and obligations regarding GPS performance
- Use of AutoCad, Civil 3D, and Topcon software to build surfaces for use in 3D Machine Control
- Interim and final quantities
- Attain and compile data for use of machine control GPS
- Monthly project progressing
- Monitor quantities using GPS



- Upload, maintain and troubleshoot GPS systems in Graders, Dozers, and Skidsteers
- Checking grades and survey layout
- Aid field staff using 3D machine control
- Utilize transit level to layout elevation data
- File Management
- Monitor and track project costs
- Preliminary Survey

### **Qualifications**

- Education in **Geomatics** Technology is an asset

### **Daily Work Details:**

- Work locations are in and around Edmonton and will vary during the construction season
- Start dates vary depending on spring conditions and work usually concludes in mid-November.

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