

## JOB DESCRIPTION | PROJECT COORDINATOR

### Summary:

This position is responsible for assisting the project manager and superintendent with the management of assigned project(s) or portion thereof. Reporting to the project manager, the project coordinator works closely with the superintendent and may be located on or off-site.

### Key responsibilities:

- Assist with management of the project schedule, cost controls, and quality control to ensure the successful execution of the project
- Promote and monitor occupational health and safety culture within the organization
- Manage personal career development
- Communicate with clients regularly and monitor client satisfaction; escalate client concerns when unable to resolve directly
- Communicate with key subcontractors as required to ensure performance and manage commercial matters
- Other responsibilities and tasks as delegated by the project manager

### Key results areas

- Timeliness of procurement
- Accuracy of work
- Health & safety record

### General duties by function:

#### *Business Development*

- Promote Farmer brand at all times; be an ambassador for the company in and outside of work
- Where possible, participate in industry events; make and maintaining external client and subcontractor networks
- Assist the estimating team in the project planning process
- Assist and/or manage proposal preparation, submissions and responses to RFP/RFQ calls

#### *Estimating*

- Assist the estimating team with operational support as required in preparation of estimates (schedule, planning, means/methods, etc.)
- Assist the estimating team with quantity take-off and quantity verification
- Assist in the closing of estimates and delivery of bids
- Work with the project manager in the transition of successful bid packages from the estimator

### *Health, Safety, & Environment*

- Assist in preparing project Health, Safety, and Environmental Plan
- Perform regular jobsite safety inspections
- Assist project team with incident investigations
- Assist with temporary works engineering (planning, design, inspection, etc.)

### *Project Execution*

- General
  - Prepare and review project submittals (contractor, subcontractor submittals)
  - Measure and track project quantities
  - Assist with client and representative inspections and inquiries (e.g. designers)
  - Attend project meetings and prepare/issue meeting minutes
- Schedule
  - Assist superintendent with preparation of short-term schedules
  - Assist with updating project CPM schedule
  - Monitor progress on site on a regular (min. weekly) basis; more often if posted on site
- Engineering
  - Assist with construction engineering planning and implementation
- Quality
  - Monitor quality control and/or assurance as work progresses
  - Monitor planning for commissioning and project close-out as work progresses
- Commercial
  - Assist with preparation of subcontracts and change orders
  - Assist with the review of subcontractor progress invoices
  - Assist with resolution of commercial issues at the lowest possible level; escalate where unable to resolve
  - Assist with preparation of changes (Extra Work Quotations)
  - Assist with preparation of monthly progress invoices

### *Finance & Administration*

- Assist with project financial reporting
  - Timecard and cost code review
  - Quantity reporting
  - Submittal logs
  - RFI logs
  - Change Order logs
- Assist with project report preparation as requested by the project manager

### *Education & Experience Requirements:*

- 2+ years of experience in project management and/or construction management
- P. Eng. or EIT designation is an asset

## Qualifications

- Demonstrated competence in the areas of safety, people management, project execution, cost control, quality and administration
- Sound knowledge of construction and building techniques and ability to read and interpret contract drawings and specifications
- Effective attention to detail and a high degree of accuracy
- High level of integrity, confidentiality, and accountability
- Strong work ethic and positive team attitude
- Sound analytical thinking, planning, prioritization, and execution skills
- Proactive problem-solver that can manage difficult situations with positive results
- Experience with Microsoft Project, Timberline, Procore and/or Bluebeam is an asset
- Sound computer skills, including working knowledge of MS Office required