

Intermediate Construction Coordinator - Calgary

Scheffer Andrew Ltd. is currently seeking a Construction Coordinator with land development and transportation experience to join our team. We are a medium sized engineering and planning consulting firm, which has operated in western Canada, for almost 50 years, and our work focuses on municipal, land development and transportation engineering.

The Intermediate Construction Coordinator position reports to Project Managers and to the Calgary Branch Manager.

Duties of this position will include, but are not limited to:

- Performing field inspection and administration duties for municipal engineering and land development servicing projects such as:
 - Field Inspection/review of the construction of sewers, water mains and roads.
 - Arrange and coordinate required material testing and review test results.
 - Prepare and submit documents required for construction approvals.
 - Measure quantities and prepare or review of payment certificates.
 - Coordinate the CCC/FAC process to obtain certificates.
 - Maintain schedules and ensure key deadlines are met.
 - Liaise with the contractors, clients, and municipal officials
 - Prepare detailed daily reports and maintain good project records.
- Coordinate with and provide leadership to junior construction coordinators.

The ideal candidate will have:

- 5 or more years of experience in the field inspection of municipal and land development projects in the Calgary region.
- Knowledge of underground utility and road construction materials, methods, and processes in the Calgary region.
- Understanding of Engineering and Construction standards.
- Ability to interpret construction drawings and specifications.
- Knowledge of As-Built preparation and specifications.
- Computer skills including Word, Excel, Windows and CADD applications.
- Working knowledge of safety and environmental protection requirements.
- Self-motivation and a desire for advancement opportunities.
- Attention to detail and exceptional communication skills both written and verbal.
- A vehicle and a valid driver's license are required for this position.

For more information about working with Scheffer Andrew Ltd., please visit www.schefferandrew.com . Resumes can be sent to employment@schefferandrew.com.

We thank those who express an interest, but only those candidates who best suit our requirements will be contacted.