

Construction Coordinator (Intermediate) - Edmonton

Scheffer Andrew Ltd. is currently seeking a Construction Coordinator with land development and transportation experience to join our team.

Scheffer Andrew Ltd. is a medium sized engineering and planning consulting firm, which has operated in western Canada, primarily Alberta, for over 45 years. Our work focuses on municipal, land development and transportation engineering.

This Construction Coordinator position reports to the Construction 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:
 - Inspection/review of the construction of sewers, water mains and roads
 - Arrange and coordinate required testing and review test results.
 - Preparation and submission of documents required for construction approvals
 - Liaison with the contractors, client and municipal officials
 - Record keeping and project monitoring
 - Assist with quantity measurements & the preparation of progress payments

The ideal candidate will have:

- **5 to 10 years of experience in the field inspection and/or surveying** of municipal and land development projects
- **Familiarity with underground utility and road construction materials, methods and processes**
- Ability to interpret construction drawings and specifications
- Computer skills including Word, Excel, Windows, Bluebeam and CADD applications
- A self-motivated individual looking 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.