



## **Construction Coordinator, Intermediate**

**Location:** Calgary, AB

**Company:** Scheffer Andrew Ltd.

Scheffer Andrew Ltd. is a well-established, medium-sized engineering and planning consulting firm with nearly 50 years of experience serving Western Canada—primarily Alberta. We specialize in municipal infrastructure, land development, and transportation engineering. Our collaborative team environment and commitment to quality designs have earned us long-standing relationships with public and private sector clients.

We are currently seeking an **Intermediate Construction Coordinator** to join our Calgary team. This position is ideal for a motivated individual interested in building experience in performing field inspections and administrative duties for municipal engineering and land development servicing projects. If you're looking for a role that blends technical experience, project coordination, and meaningful mentorship, this is your opportunity.

We offer structured mentorship, support for professional accreditation, and opportunities for advancement within our growing organization, ensuring you are equipped to develop your career and achieve your professional goals.

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## **What You'll Do**

As a Construction Coordinator, you will take an intermediate role in delivering high-quality inspection and record keeping solutions across the Calgary region. Key responsibilities include:

### **Technical Experience**

- 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.
- Conduct site observations and administer contracts for construction projects in the Calgary region.

## Project & Client Management

- Deliver projects within established timeframes and budgets.
- Plan, organize, and design to best serve the needs of our clients.
- Maintain strong communication with internal teams, clients, stakeholders, contractors, and municipal representatives.

## Mentorship & Growth

- Mentor and support junior staff, promoting technical development and long-term team success.
  - Contribute to a positive team culture and help foster an environment of continuous learning.
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## What You Bring

- **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.**
  - Attention to detail and exceptional communication skills both written and verbal.
  - Ambition and self motivation to learn and improve your technical and project management skills.
  - Understanding of Engineering and Construction standards.
  - Ability to interpret construction drawings and specifications.
  - Knowledge of As-Built preparation and specifications.
  - Familiarity with Word, Excel, Windows and CADD applications.
  - Working knowledge of safety and environmental protection requirements.
  - **A vehicle and a valid driver's license are required** for this position.
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## Why Scheffer Andrew?

- Work with a dedicated, collaborative team on impactful local projects.
  - Supportive environment that values professional growth and innovation.
  - Competitive compensation and benefits.
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## Ready to Join Us?

Please submit your **resume and cover letter** to:

 [employment@schefferandrew.com](mailto:employment@schefferandrew.com)

 Cover letter is required.

For more about life at Scheffer Andrew Ltd., visit [www.schefferandrew.com](http://www.schefferandrew.com).

*We thank all applicants for their interest. Only candidates selected for an interview will be contacted.*