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At Aecon, we're building the future and our people are at the heart of everything we do. We're always looking for exceptional talent to work on our exciting and ever-expanding project portfolios. We are focused on being the #1 Canadian Infrastructure Company and the first choice employer in our industry.

### Position Overview

Safe. Trusted. Respected. Aecon Civil is a market leader with a self-perform competitive advantage and core local strength in key markets. We're proud of our work helping to expand and improve Canada's infrastructure and transportation networks, and we're ready to build the future of our country. With over a century of experience, and the ability to offer diverse, comprehensive services, Aecon is a preferred contractor for our clients. This includes numerous public entities and Public-Private Partnerships in Canada and abroad.

AFDE Partnership is a group of four construction companies building the Generating Station and Spillways (GSS) Civil Works portion of the Site C dam. The partnership consists of global and local leaders in complex infrastructure construction: Aecon, Flatiron, Dragados, and EBC. The partners bring a breadth of experience in dam and hydropower construction, combining their skills to deliver the project safely and to the highest quality standards.

BC Hydro awarded the GSS Civil Works contract for the Site C project to AFDE Partnership in March 2018. The key components of the contract include the generating station (also called the powerhouse) and penstocks, spillways and power intakes, and related ancillary construction work.

Reporting to the Engineering Lead or another Aecon designate, the Project Coordinator will provide field engineering support to the project management team and sub-trades to ensure the construction complies with all the design drawings, engineering standards, codes/specifications, and play a key role in subcontractor

management and cost control. **This position will be assigned to a 14/7 rotation with flights and camp or LOA provided.**

### **Key Responsibilities**

- Meets with engineering and field crews to review production schedule and confirm all materials, equipment and resources are readily available for production to continue on schedule and within budget.
- Reviews all shop drawings, design specifications, material requirements and project data through the duration of the project to ensure quality and contract specification compliance.
- Provides technical input for project work plan and scheduling. Identifying risk elements of production, materials, equipment or process that could negatively impact the budget or schedule.
- Evaluates daily production, schedule and budget projections to accurately track project performance. Documents daily activities in Company approved methods and technologies.
- Updates project schedule weekly for owner and management reporting. Attends weekly owner meetings; presents on project production status as needed.
- Perform additional assignments per management's direction.
- Prepares and manages a three-week work plan. Notifies engineering and project management of any significant schedule changes and develops solutions to mitigate delays and cost.
- Initiates and manages all Requests for Information (RFIs), as needed by project.
- Remits accurate project quantities using assigned project cost coding to ensure project financials are accurately reported. Manages invoicing with Company accounting team regarding materials, equipment and subcontractor needs.
- Supports engineering team with quality assurance as needed.
- Reviews certificates and permits needed to perform work. Participates in all worksite tours with leadership or external parties.
- Reviews required Job Hazard Analysis (JHAs) to ensure a safe and compliance work environment for all construction personnel. Participates in all weekly safety meetings with field team and project leadership; presents field analysis as needed.
- Assists the estimating team with project schedule, budget and cost parameters by providing technical input as needed.
- Assists the development of design drawings and provides technical input, as needed.
- Coordinates subcontractor work methods, schedule and crews as needed.
- Reconciles job close-out checklist with owner representative and field crews at the end of the project.
- Maintains knowledge of Company values and strategic plan.

### **Required Knowledge and Experience**

- Bachelor's Degree in Civil Engineering or Construction Management; or an acceptable combination of education and previous experience (co-op).
- Minimum of 1-3 years of experience in heavy civil construction.
- Experience in resource monitoring techniques (i.e. cost accounting, basic estimating) and construction technology, process systems and/or structures preferred.
- Able to identify budget and project costs and recommend options to mitigate project delays.
- Proficient in software related to the construction industry (e.g. Primavera Scheduling software, AutoCAD, SAP etc.).
- Excellent computer skills including proficiency in MS Office (Outlook, Excel, Word, PowerPoint, etc.).
- Knowledge of design build and other alternative build techniques.
- Knowledge of financial reporting methods, quantity tracking methods and cost coding.
- Knowledge of construction scheduling and production time management preferred.
- Ability to assume responsibility, interface and communicate effectively with others.

Aecon has every intention of fostering diversity within and across our organization. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

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