



MCNALLY CONTRACTORS (2011) LTD.

POSITION PROFILE

Position:	Project Coordinator	Status:	Full Time - Hourly
Company:	McNally Contractors (2011) Ltd.	Location:	Lethbridge, AB
Division:	All Divisions	Supervisor:	Project Manager
Is this Safety Sensitive position?		Yes	

Volker Stevin Canada and its subsidiaries across **Western Canada** provide the highest level of quality services in the areas of: construction, project management, highway maintenance, civil works and bridge construction, maintenance and rehabilitation expertise, and asphalt/aggregate plants and pits.

In anticipation of our client’s needs, we strive to build and maintain long term relationships based on safety, quality, value, trust, and timely service. In addition to upholding professionalism, integrity, honesty, and fairness in our relationships with our clients, professional associates, subcontractors, and suppliers we ensure the longevity of the Company while sustaining growth and profitability.

Holding a moral obligation to a safe, environmentally responsible work environment we model safety excellence as our way of life – where individual professional growth is the foundation for company growth. Our culture of building and maintaining successful partnerships instills confidence in achieving both employee and client goals.

Position Rationale

Working as a part of a team, the Project Coordinator will provide overall support for the Construction Projects within the City of Lethbridge and surrounding areas. The Project Coordinator will be responsible for project supervision, updating construction schedules, inventory of materials, coordinating subcontractors, preparing quantities, assist with preparing progress billings as well as ensuring compliance to Safety Management Guide and project safety plans. This role will also be accountable for completing quantity take-offs, communicating with crews, and sub-trades to determine best work practices, as well as financial needs to complete the project.

Position Accountabilities

Onsite Project Coordinator:

- Direct project teams through concise communication, coordinate and follow up necessary to meet the project goals and objectives.
- Ensure project procedures are followed, consistent with contractual documents and Safety Management Guide.
- Ensure all work products are consistent with industry standards and are in accordance with applicable codes, and specifications.
- Track project schedules and budgets.
- Coordinate training and compliance measures to ensure project procedures are followed.



Onsite Inspection:	
<ul style="list-style-type: none"> • Maintain onsite presence throughout course of construction, analysis of conditions and assessment of risk and identification of activities that may or may not be shown in tender documents. • Maintain onsite presence with clients, owners, representatives, staff, sub-trades, suppliers, and other project stakeholders. 	
Administrative Accountabilities:	
<ul style="list-style-type: none"> • Assemble course of construction documents. 	
Professional Development:	
<ul style="list-style-type: none"> • Partner with supervisor on aligning skills development with position requirements, present and future • Take the initiative to Learn and Develop own skills to optimize delivery of accurate and timely project activities. • Build positive relationships through regular and intentional interaction with the Infrastructure Construction Community (e.g. Consultants, Associations, etc.). 	
Customer Service:	
<ul style="list-style-type: none"> • Ensure all contact with client is handled in a constructive, productive, can-do, problem solving approach, contributing for overall Customer Satisfaction • Supervising Construction Projects to a high level of service standards to meet customer requirements by ensuring project is being conducted as it was projected, and addressing any changes that are required • Collaborate, coordinate, guide and support the field team so crews are working safely, project is progressing accordingly so overall service delivery levels are optimized 	
Work Environment / Conditions:	
<ul style="list-style-type: none"> • Flexible hours and overtime may be required • Fast-paced work environment with tight deadlines • The position is field based and will require traveling to various remote areas. 	
Safety:	
<ul style="list-style-type: none"> • Actively engage in McNally Contractors safety culture. • Engage supervisor on an ongoing basis regarding safety activities and successes. • Remain visibly committed to the safety excellence way of life by: <ul style="list-style-type: none"> ○ Participating in all relevant safety training. ○ Attend weekly safety meetings and actively participate ○ Actively participate in worksite inspections ○ Being aware of any Safety and Environmental issues on all project sites under his/her supervision ○ Ensure Safety Meetings are held, review Safety minutes and concerns, and ensure concerns are actioned and corrected in a timely manner by supporting the Site Foreman/Superintendent 	





Position Requirements

Qualifications & Experience:

- CET designation is preferred; however, a combination of relevant education and heavy construction experience will be considered.
- Construction experience, an asset.
- Valid Class 5 Operators License with clean Driver’s abstract.
- Competent at reading and interpreting plans and specifications.
- Proficiency with Microsoft Office (Excel, Outlook, and Word).
- Comprehensive mathematical skills.