



CIVIL PROJECT COORDINATOR

Civil Project Coordinator

Kettle River Contracting is currently recruiting a professional individual to join our team as a Civil Project Coordinator.

The Civil Project Coordinator will be responsible as part of the onsite construction team with data collection, data entry, reporting, quality control and logistical support. This position would be field based during the construction season. In the off season, this position will work with our estimating and planning teams, from one of our office locations, growing their career and knowledge base.

The Civil Project Coordinator will report to the Construction Manager or Project Manager directly onsite within the assigned project, and indirectly with Kettle River Contracting's offices.

The Civil Project Coordinator will oversee the daily activities within the project to ensure alignment with the safety, environmental, quality, and contractual requirements of the project.

Job Duties:

- Promote a Safe and Respectful Work Environment
- Promote and Enforce a Professional Site and Labour Force
- Read and Interpret Construction Drawings and Specifications
- Project Scheduling
- Perform, Educate and Document Daily Field Level Hazard Assessments
- Perform, Educate and Document Daily Light Vehicle Inspections if Provided a Company Vehicle
- Development of Purchase Orders
- Resource Scheduling including Equipment, Manpower, Materials and Subcontractors
- Assist with Manpower Onboarding when Required
- Material Requisition, Procurement, and Receiving
- Change Order Requests
- RFIs, Engineering Requirements
- Cost Tracking, Forecasting
- Progress Tracking
- Daily Reporting
- Client Management including Progress Meetings, Email, and Direct Communication
- ITP Management
- NCR Management and Rectification
- Effectively Seek Productive Methods of Completing Tasks
- Ensure the Quality of Work Meets Contractual Requirements
- Work Under Pressure and Tight Deadlines
- Documentation Control for Assigned Projects
- Actively Participate the in Daily Safety and Environmental Requirements of the Project
- Possess a Valid Driver's License (class 5 or equivalent)
- Operate and Maintain in a Professional Manner, any Kettle River Contracting Provided Assets including Cell Phones, Computers and Vehicles
- Adhere to all Kettle River Policies
- Train, Mentor and Lead other Employees
- Able to work in various environments and weather conditions
- Able to work various shifts and rotations



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Job Details:

- Full Time Position (approximately 200 hours per month)
- Expected to Work 10-12 Hour Shift
- Work weekends when required
- Travel as required
- Hybrid office/Field work based work
- Offseason Work Located in Cranbrook, BC

Job Requirements:

- Minimum of Valid Class 5 Drivers License
- Minimum of 3 Year Experience in the Construction Industry in a Coordinator Role
- **Minimum of 3 Years Experience in a Supervisory Role**
- **Minimum of 3 Years Experience assisting with Estimating**
- Strong Leadership, Communication, Interpersonal and Supervisory Skills
- Be Fit for Duty
- Able to Work in Various Environments and Weather Conditions
- Must be Safety Orientated, Self-Motivated and Work Well with Other Employees and Subcontractors
- Have Good Organizational Skills
- Self-Disciplined
- Pass Pre-Employment, Annually, and Post Incident Drug and Alcohol Testing
- Engineering Based Educational Training (considered an asset)
- Professional Engineering Designation (considered an asset)

Job Type:

Temporary Full-time

Schedule:

10-12 Hour Shift – Field Based

8-10 Hour Shift – Off-Season Office Based

Pay Scale:

\$30.00-\$36.00 per hour

Supplemental Pay:

Overtime Paid after 8 hours per day or 40 hours per week.

Double Time Paid after 12 hours per day.

Experience:

Heavy Civil Engineering – Asset

Open Pit Mining Engineering – Asset

Underground Utilities Engineering – Asset

Oil and Gas Engineering – Asset

Utility Installation and HDPE Piping Engineering – Asset

Work Location:

Elkford, BC

Send your resume with cover letter to: info@kettlerivercontracting.com

As we continue to expand opportunities within the Nation, we encourage Ktunaxa citizens and other Indigenous peoples to identify themselves in their cover letter or resume.



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