

<b>JOB TITLE: Project Coordinator</b>	<b>DATE REVISED: January 2022</b>
<b>DEPARTMENT: Project Management</b>	

*The drive to deliver a new standard in construction led to the creation of Urban One Builders in 2011. Our company quickly established itself as a leader in the large-scale, mixed-use construction industry in Western Canada. Our success is founded on our team of exceptional people and the principles of innovation and collaboration. We strive to create an organization that is inclusive and transparent to our people. Urban One Builders is a full-service construction company focused on the building of multi-family residential, mixed use, commercial and institutional projects.*

**POSITION SUMMARY**

Under the guidance of the Project Manager, the PC will be responsible for coordinating activities and resources in support of Urban One projects. The role requires the Project Coordinator to work closely with team members and decision makers to identify and support project delivery.

**ESSENTIAL FUNCTION AND RESPONSIBILITIES**

- Comply with and effectively implement Urban One’s Safety Program to ensure safety and environmental standards are met or exceeded
- Assist in plan and specification analysis in order to provide clear, trackable and coordinated interpretations of the design/drawings for construction
- Ongoing monitoring and processing of plans, specifications, shop drawings and other submittals; photo log/documentation of project
- Receipt, logging and distribution of drawings, specifications, shop drawings, colour schedules, contemplated change orders, change orders, site instructions, consultant reports, concrete tests and material tests, inspection reports and RFI’s
- Assist the Project Manager with tendering, negotiating and preparing trade contracts and purchase agreements
- Assist the Project Manager and Superintendent in obtaining pricing, purchasing materials, and processing purchase order documentation
- Monitor field work, including contract work, to ensure compliance with company standards, procedures, specifications and codes, as well as update and track construction schedule as delegated by the Project Manager and Superintendent.
- Assist with the research and preparation of field change requests to resolve design issues. Conduct quality management activities in accordance with Urban One’s Quality Management Program instructions, inspection programs, using specified control measuring and testing equipment
- Understand and perform document control functions in accordance with Urban One’s Quality Management Program

- Logging, providing proper notice for and the preparation and pricing of construction cost and delay claims as required ensuring compliance with the construction contract as delegated by the Project Manager
- Receipt, distribution, timely pricing of contemplated change orders including logging of same as delegated by the Project Manager
- Assemble all required submissions relating to occupancy requirements and convey them to the prime consultant or certified professional
- Assist the Project Manager in ensuring timely project close-out and occupancy of the building by the Client
- Prepare meeting minutes and assist in running trade, consultant and safety meetings

#### **EDUCATION AND EXPERIENCE**

- Post-Secondary Degree or Diploma in Engineering, Architecture, Building Technology, or Construction Management
- 2+ years of experience as a Project Coordinator or a similar role
- PMP designation, LEED AP, or Gold Seal accreditation an asset

#### **COMPENSATION & BENEFITS**

- Competitive wage, plus bonus opportunities
- RRSP matching
- Health & Dental benefit plans
- Professional career development opportunities

The above statements are intended to describe the general nature of work being performed by the position. They are not intended to be an exhaustive list of all responsibilities and activities required by this position.

Urban One Builders is an equal opportunity employer and is committed to a diverse and inclusive workforce. We thank all candidates for applying, however, only successful candidates will be contacted for an interview.

Job posting: January 13, 2022

Job closing: February 11, 2022

To apply, please visit <https://urbanonebuilders.com/careers/>