



Project Controls Coordinator Position at WDBA

Company Profile

Windsor-Detroit Bridge Authority (WDBA) offers a unique opportunity to work on the largest bi-national infrastructure project in North America today – the Gordie Howe International Bridge. Join our team and gain extensive career experience working closely with professionals in the specialization of engineering, finance, legal and communications. Many of our roles will support the operation of the bridge for the years ahead, following the current construction stage of the project.

WDBA is a Canadian Crown corporation created to deliver the Gordie Howe International Bridge project between Windsor, ON and Detroit, MI through a public-private partnership (P3). WDBA is responsible for overseeing and managing the construction and operation of the Gordie Howe International Bridge project which will be a legacy landmark that connects nations, economies and cultures. **Find out more about the incentives our company has to offer below.**

Now is the time to make your mark on this legacy project.

About this Opportunity

At WDBA, we value our people and their contributions in an environment of trust, support and dedication. As a member of the Engineering team, reporting to the Manager, Project Controls, you will be responsible for providing support in maintaining, tracking, and analyzing the project controls systems including the project risk register and issues log for Windsor-Detroit Bridge Authority (WDBA). This includes working with the Project Controls team to manage project costs, providing analysis and cost reports to key stakeholders and managing and monitoring cost and schedule impacts associated with project risks and issues to achieve best possible outcomes for WDBA. In addition, this role will conduct and monitor quality controls and provide assessments to ensure WDBA is compliant with our policies and procedures, legislation, and overall industry best practices.

Position Requirements

- University Degree in Business, Engineering or related field, or Diploma in a related field with minimum 3 years' relevant work experience
- Minimum 3 years' experience in the Engineering and Construction industry
- P3 project related experience considered an asset
- Experience in cost monitoring, analyzing and reporting
- Experience in agile project management considered an asset
- Experience in risk management considered an asset
- Experience in Project Controls, Commercial, Major Engineering-Construction Project considered an asset
- Previous experience working on a mega project (+\$500 Million) considered an asset
- Immediate level knowledge and some experience in project management techniques (i.e., critical path method, progress measurement and earned value technique)
- Knowledge of the general project controls policies and procedures
- Knowledge of regular financial processes, preferably in construction or engineering projects
- Strong skills in cost control, cost system application, planning, progress measurement and project budgeting
- Strong reporting writing skills
- Excellent multi-tasking skills and the ability to work in a fast-paced, deadline oriented and dynamic environment
- Strong interpersonal skills that support building internal/external relationships
- Strong analytical, critical thinking and reasoning skills
- Strong organizational awareness and attention to detail
- Ability to work independently and within a team environment
- Persuasive strength with ability to motivate others

- Excellent presentation/ facilitation skills
- Strong problem-solving abilities
- Ability to work in a fast-paced, deadline oriented and dynamic environment
- Demonstrated ability to effectively and professionally communicate orally and in writing
- Demonstrated Business/ financial knowledge considered an asset
- Ability to work in computerized project management financial applications
- Advanced level in MS Office (Word, Excel, PowerPoint)
- Must be proficient in MS Project, Power BI, Primavera P6
- Experience working with one or several software suites such as @Risk from Palisade, Stature Risk Management, Active Risk Manager (ARM), and/or Primavera risk analysis (PRA) considered an asset
- Ability to obtain a [Government of Canada Personnel Screening/Security Clearance](#)
- Ability to travel within Ontario and Michigan
- Hours of work may include evenings and weekends

Working at WDBA

Our work offers a perfect balance of reward and challenge. Here are some of the amazing advantages of being part of our team:

- Work with dedicated and collaborative colleagues on a once-in-a-generation project.
- Receive full-time employment with competitive compensation packages.
- Have the opportunity for ample growth and development, including paid training options.
- Be rewarded for being a high performer through our employee performance review program.
- Join one of our many employee-led committees, including supporting the continued development of diversity, equity and inclusion within the workplace.
- Enjoy a comprehensive health and dental package starting on your first day, including short-term and long-term disability benefits.
- Be part of a defined contribution pension plan offered with up to 9% employee/employer match.
- Discuss with your manager hybrid and flexible work options available, including a mixed remote and in-office work environment and flex-scheduling.
- Take advantage of our extensive paid time-off benefits (vacation, personal days, volunteer day, and paid statutory holidays).
- Learn how we support “disengagement” as part of our corporate culture to achieve work-life balance.
- Engage directly with our passionate and experienced leadership team.

How to Apply

Qualified applicants may email their resume to recruitment@wdbridge.com up to and including September 28, 2023. **Please quote file #WDBA-244.** Resumes must be submitted electronically and are only accepted in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.

This is a general position summary for a role vacancy at WDBA. A formalized job description or position outline is used to determine that the hiring goals and requirements for each WDBA position are achieved through a standard competition. The full position outline is provided to candidates selected to participate in the interview process and is to be accepted at the time of hire.



WDBA values talent and diversity as cornerstones of our success and is committed to creating a diverse and inclusive workforce that is reflective of our community and country. To support this commitment, we encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities or expressions.