



Join the team that's changing the Windsor-Detroit skyline.
www.gordiehoweinternationalbridge.com

Construction Coordinator

The Construction Coordinator will support the Construction Manager during the construction of P3 project. Oversee day to day construction activities i.e. undertaking field review of the construction, reporting on progress, inspecting (auditing) the works for compliance with specifications, reviewing changes; assists in overseeing the quality management, issuing NCRs as appropriate.

The Construction Coordinator is responsible for:

- Ensure project agreement compliance by Project Co by overseeing tests and installation of materials/equipment specified in the project agreement and report deficiencies to Manager Construction.
- Provide reports to the Manager Construction on all site matters, including third-party inspections, progress field changes, safety concerns and causes for delay. Maintain job site files, documents, reports, daily logs and prepare reports for Manager Construction. Liaise with WDBA Engineering and Environmental team
- Review requests for progress payments submitted by Project Co. and forward with recommendations to Manager Construction.
- Ensure construction work on CAN: Canadian POE, Sandwich Street Rehabilitation, CA main approach/bridge OR US: US POE, US interchange, US main approach/bridge is carried out in accordance with QA and safety, and environment programs, guidelines and regulations as applicable. Witnesses inspection of installation, testing and commissioning per project quality requirements.
- Establish and maintain strong working relationships with Project Co., subcontractors, Owner's Engineer, consultants, independent certifier, and stakeholders such as the City of Windsor and third party utilities OR for US such as City of Detroit, MDOT and third party utilities.
- Working with Manager Construction and WDBA engineers, review change orders. Manage information on changes in the work; obtain and check estimates for the change; obtain approval and resolve conflicts.
- Resolves all queries relating to construction progress and reporting back to the Manager Construction. Assists with contract administration verification in coordination with the Manager Construction. Liaise with WDBA Engineering regarding field changes and RFI's.
- Provides input to the WDBA scheduling team in respect to regular project schedule update and reporting.

To join this team, you will bring the following:

- University Degree in Civil Engineering or Diploma in Civil Engineering Technology
- Certified Engineering Technologist (CET) is an asset
- P. Eng. Ontario or P.E. Michigan an asset
- 5+ years relevant experience
- Experience with civil construction, roads, and bridges
- Experience with building construction
- Field Inspection and Surveying experience
- Intermediate MS Office skills
- Ability to read, understand and interpret contract documents, drawings, specifications, scopes of work and schedules
- Knowledge of Occupational Health & Safety Act (Canadian)
- Knowledge of MIOSHA (US)
- Knowledge of LEED an asset
- Experience with Primavera and AutoCAD an asset
- Strong note taking, field book management, progress documentation
- Knowledge of international standards and codes
- **US:** Familiarity with United States highway construction policy and procedures considered an asset



- Understanding of Critical Path Method an asset

Our culture is driven by knowledgeable professionals with a passion for their field and the Gordie Howe International Bridge Project. The following competencies are keys to your success within our team:

- Ability to effectively and efficiently organize time and work to accomplish objectives
- Flexibility, tact, judgment, and integrity
- Ability to build and maintain effective working relationships with others to achieve organizational goals
- Dependability and reliability
- Ability to multi-task, organize and work effectively ensuring timely delivery on deadlines and deliverables
- Thoroughness and attention to detail
- Ability to understand and communicate on issues (both written and oral) related to a broad range of disciplines to effectively address policy issues in diverse research fields

WDBA provides competitive compensation and a benefits package that supports work-life integration:

- Salary \$81,676 - \$99,826
- Comprehensive group benefits package
- Defined Contribution Pension Plan
- Paid Time Off Benefits – Vacation, Personal Leave, Floater Day, Medical Leave, 13 Holidays
- Flexible Work Arrangements
- Training and Development opportunities
- Relocation assistance may be provided, if required

Vaccination:

As of November 19, 2021, all employees of WDBA, including new hires, are required to be fully vaccinated against COVID-19 unless accommodated based on a medical contraindication, religion, or another prohibited ground for discrimination as defined under the Canadian Human Rights Act and attest to their vaccination status.

The requirement to be fully vaccinated applies to all employees and new hires, whether they are teleworking, working remotely or working on-site. This condition of employment applies to permanent, contract and student hiring. Should you reach the point in the staffing process where it is necessary to verify conditions of employment, there will be a requirement to complete an attestation of vaccination status or submission of proof of full vaccination.

Qualified applicants may email their resume to recruitment@wdbridge.com up to and including June 27, 2022. **Please quote file #WDBA-202.** Resumes must be submitted electronically and will only be accepted in MS Word or PDF format.

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

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.