

Field Coordinator (Co-Op Position)

Role and Responsibilities

Role

The Field Coordinator is responsible to assist the senior project team with coordination and monitoring of the project. The Field Coordinator will report directly to the Project Manager but will work closely with the site team. Primary duties will include coordination, surveying, documentation, and quality control.

Responsibilities

- Conduct survey activities including daily layout, grade checks and as built documentation.
- Document and track field activities for quality, production, labour, and materials.
- Conduct basic safety inspection and training, identifies safety hazards, and assists project team in correcting them.
- Develops and maintains strong relationship with all stakeholders.

Qualifications

- Candidates must have a strong desire to work in a construction environment and prior field construction experience will be considered an asset.
- Application of various computer software programs will be required, including word processing, spreadsheet applications and drafting.
- Currently enrolled in a post secondary program and will be returning after the co-op term.
- A willingness to work on remote projects (Northern Ontario, Northern Manitoba) should the opportunity arise.