

Coordinator, Construction Services

Position Details:

Requisition Number:3658

Location:MB, Winnipeg

**Who Can Apply?:Internal (DCC Employees) Language Requirement:English
and External (General
Public)**

Salary Range:\$67,634 - \$87,926

Drivers Licence:Yes

Employment status:Continuing

Openings:2

Term Length:

Closing Date:31/07/20

Description

The Coordinator, Construction Services (Electrical), manages and administers medium-complexity construction, professional services and service contracts during construction to ensure compliance with contract requirements. The incumbent engages in daily discussions and negotiations with contractors, consultants and the Client-Partners about quality of work, interpretation of contract documents, scope changes, progress claim reviews and other issues. The incumbent addresses contract management risks within delegated authority, complies with service line requirements, and integrates activities with site teams and other service lines.

KEY AND PERIODIC ACTIVITIES

The duties and responsibilities listed below are representative but not all-inclusive:

Primary

- Manage and administer contracts to ensure compliance with contractual requirements and quality specifications
- Coordinate and solve day-to-day contractual problems
- Monitor and control schedules
- Liaise with Client-Partner representatives (e.g. on contract-related problems and risks, negotiate and issue change orders)
- Maintain site activity records (e.g. photos, activity reports)
- Liaise with other service lines and site teams, as required
- Develop and maintain effective relationships within DCC, and with industry, the Client-Partners and/or stakeholders
- Ensure quality standards are met, in line with corporate and Client-Partner expectations
- Manage contract risks

Other

- Manage contract financials
- Coordinate consultant construction review and third-party testing

- Ensure health and safety, industrial security and environmental compliance
- Support and/or lead business development activities
- Other duties as assigned

SKILLS

General and Specific Knowledge

- Best practices, methods, trends and legislation in construction
- Construction, products and materials
- Project, contract and risk management principles
- Health and safety management

Formal Education and/or Certification(s) and Experience

- **Minimum:** College diploma in engineering or applied science, preferably in an electrical engineering, electrical technology or an electrical trade, or related field with four years' relevant experience, or the equivalent
- **Preferred:** Certification in applicable field (e.g. engineering technology, infrastructure and building electrical systems) or a bachelor's degree, preferably in electrical engineering or applied science, with a minimum 4 years' experience

Abilities

- Use applicable computer software and operating systems
- Interpret drawings and specifications
- Apply project, contract and risk management techniques to construction and consultant contracts

Development and Leadership

- Provide functional advice and guidance to employees and to Client-Partners

WORKING CONDITIONS

- Typical construction site environment; incumbent is required to wear basic safety equipment
- Some work may be in a typical office environment with occasional travel

Our Mission: Your Opportunity

All DCC employees can make a difference by supporting Canada's troops and contributing to the defence of the country.

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Security Level Eligibility



DCC is responsible for the Personnel Security Clearance process. Typically to be eligible for a "Reliability" clearance, you must have five years of verifiable background information and to be eligible for a "Secret" clearance, you must have 10 years of verifiable

background information. The process usually involves reference inquiries, verification of qualifications, criminal records checks, and credit checks (as required) and may require fingerprints. For more information about obtaining a security clearance, please [click here](#).

Security Level:Reliability

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