Field Coordinator

Alliance Engineering has been providing mechanical and electrical design and construction services in the National Capital Region for over a decade. Their team of management professionals alone has over 100 years of combined experience within the construction industry and has been involved in numerous projects ranging from new commercial construction to retrofit and replacement. We thrive on teamwork and offer various corporate events: Summer BBQ, Friday lunches, team building activities and more!

Role Description

Reporting to the Construction/Operations Manager and Foreman, the Field Coordinator position is best suited for someone with experience and/or knowledge in the Industrial/Commercial/Institutional (ICI) or high-rise residential sectors as well as experience with mechanical CAD/BIM drawings. The successful candidate will have excellent communication skills and be organized, quick to learn and eager to grow within the organization. This position is based out of the in-field site office working directly with the trade specific site supervisors.

Responsibilities

- Provide support to site supervisors for daily administrative site tasks such as documenting health and safety meetings, aiding in filling out site specific health and safety documentation, attend and take trade meeting minutes
- Support foremen with material and equipment ordering through Kojo, following up to ensure orders are submitted in time for upcoming work. Track deliveries and flag missing items, shortages or delays to the foreman and project team.
- Assist foremen in preparing and updating a rolling two-week look-ahead schedule identifying upcoming tasks, manpower, materials, equipment and coordination needs. Follow up on outstanding items and flag issues that could delay the work.
- Support daily field planning and track weekly construction progress against the project schedule. Work with the foreman and project team to document schedule changes and update trade-specific schedules. Organize and upload daily site photos to Procore. Help with site Quality Control and Assurance by developing and filling out site inspection checklists in Procore. Inspection checklists will be developed with support from the field and office team. Field coordinator will be responsible for all required on-site testing and inspections, complete the related checklists and documentation in Procore, and flag deficiencies to the foreman and project team for follow-up.
- Provide site coordination support by using tools such as CAD/BIM, Navisworks Model Viewer, Bluebeam and internal Procore software.
- Assist the Project Coordinator with project close-out documents including Operating and Maintenance Manuals, by collecting and organizing as-builts, test reports, commissioning reports and other required site documentation, and following up on outstanding items.

Qualifications

- A bachelor's or college degree. Preferred to be from construction field, such as construction management, construction science, mechanical engineering etc. or equivalent experience working in mechanical/construction industry
- Proven knowledge or experience in the construction industry, especially ICI building mechanical
- Prior experience with Procore is an asset
- Ability to read and understand construction documents such as drawings and equipment specs

- Understanding construction process and the timing of activities
- Excellent communication skills (both oral and written)
- Ability to multi-task, great organizational and problem-solving skills
- Detail oriented, ability to show initiative and take responsibility
- Willingness to learn and get training on CAD/BIM modeling
- Proficiency in Microsoft Office applications
- Vehicle and Valid Drivers License
- **Must be eligible to obtain a Reliability Security Clearance**

Benefits

- Hourly wage: $24–$29 per hour, depending on qualifications and experience (approximately $50,000–$60,000 annually, based on a 40-hour work week). Paid hourly. Permanent
- Extra-Long Summer Weekends
- Health & Dental Coverage
- RRSP/DPSP plan
- Young & Dynamic Environment
- Vehicle KM reimbursement if travelling to multiple sites