

## **Project Coordinator Position**

GeoSolv Design/Build Inc. is Ontario's leading geotechnical design-build contractor, providing turnkey solutions to soil problems. 100% Canadian-owned and operated, GeoSolv strives to be a trusted partner and resource to our clients. We help our clients find design-build solutions that help them avoid costly deep foundations or unnecessary over-excavation and replacement when faced with structurally challenging soil conditions on their development projects.

GeoSolv is currently looking to fill a position for a Project Coordinator and is willing to train the right person; any relevant experience in civil or geotechnical construction would be an asset. Working closely with the Operations team, the Project Coordinator will work both on-site and in the office to facilitate the smooth completion of our construction project.

### **Activities directly or indirectly responsible for include:**

- Preparation and submission of all startup and closeout documents for various projects;
- Development and implementation of project-specific Quality and Health & Safety Plans;
- Coordinate with the Project Manager on all activities affecting the contract administration operations;
- Coordinate the delivery of materials and equipment to job sites;
- Provide technical assistance to GeoSolv's engineers, clients, and project teams to ensure the latest drawings, specifications, and RFI's are being processed and implemented;
- Prepare and submit monthly progress payments per contracts and PO's;
- Assist with the flow and staging of work with staff, clients, and subcontractors;
- Review and interpret shop drawings, contract drawings, and tender specifications to assist on-site operations;
- Troubleshoot, and problem solve workflow to assist in meeting client expectations and project milestones;
- Provide on-site supervision of crews at times;
- Provide on-site Quality Control at times;
- Adhere to GeoSolv's COR Certified Health & Safety Policy;
- Work within GeoSolv's Quality Management System;
- Work on and travel to sites within Ontario (other provinces as may be requested);
- Being flexible and versatile in duties and;

**Job Requirements:**

- A College diploma/University degree in civil engineering;
- Eligibility to gain certification in OACETT;
- Heavy civil construction experience is an asset;
- Experience in geotechnical contracting is an asset;
- Experience or familiarity with design-build construction;
- Experience with contract documents, drawings, and specifications;
- Strong oral and written communication skills;
- Ability to work in a team environment;
- Work outdoors around heavy construction equipment in varying weather conditions;
- Mechanical inclination is an asset;
- Valid G driver's license and own transportation and;
- Ability to travel and work on sites in and around Ontario.

50 hours/week depending on workload.

Salary \$60 - \$75k plus benefits based on experience.

Send resume to [ben@geosolv.ca](mailto:ben@geosolv.ca) or [employment@geosolv.ca](mailto:employment@geosolv.ca)

Please use the reference, *Project Coordinator Position* in the subject line