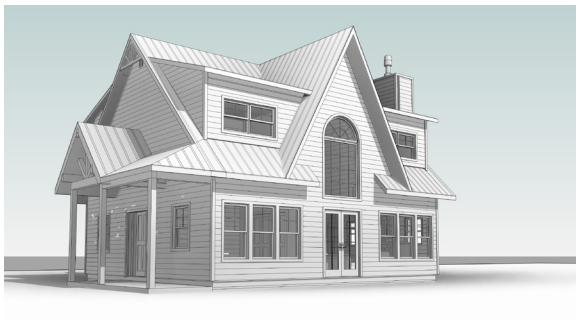
KAWARTHA LAKES CONSTRUCTION

Good people building great things.



Our mission is to build exceptional experiences.

As leaders in creating custom, enhanced living spaces throughout the Kawarthas, we believe in the power of our people above all else. Through assembling a team of knowledgeable, energetic and creative professionals, we are able to collaboratively deliver an exceptional experience, not just for our clients but for everyone involved on a project.

PKHBA HOUSING DESIGN AWARDS 2017 WINNER

AWARD for SERVICE EXCELLENCE Q GUILDMASTER

DESIGN-BUILD PROFESSIONALS

Residential Construction Project Coordinator

The Opportunity

The Project Coordinator is responsible for managing construction projects as assigned. They use their knowledge and experience to engage and professionally interact with the design team, build-team, contractors, sub-contractors and clients. They also are responsible for direct planning and coordinating in order to safely execute work in accordance with contracts, schedules, and budgets. The Project Coordinator needs to be highly organized, and have the ability to take detailed notes. The Project Coordinator position will be measured by overall volume, gross profit, cash-flow, client satisfaction, timeline, leadership abilities, and communication.

Responsibilities

- Acts as site manager, supervising build-team members and sub-contractors.
- Creates and submits a daily log for each project they are working on.
- Maintains daily contact with the Project Developer & Production Manager on project statuses through they use of a daily log.
- Creates and executes an accurate 5 day plan each week.
- Ensures compliance with building codes, health & safety legislation, and standards.
- Assigns and prioritizes tasks for build-team.
- Conducts daily tailgate safety talks highlighting relevant job specific hazards.
- Maintains sub-contractor relationships and scheduling.
- Completes daily site meetings with various design & build-team members.
- Interprets project timelines, plans, diagrams, blueprints, sketches, specifications, and working drawings of construction jobs.
- Provides daily feedback to build-team ensuring quality standards are met.
- Treats 1st Aid issues on job sites.
- Arranges and secures inspections with township building inspectors.
- Regularly liaises with clients.
- Provides a high level of client satisfaction.

Competencies

- Ability to complete all tasks with high attention to detail.
- Ability to read and interpret budgets.
- Ability to work to schedule, completing tasks on time and within budget to meet volume and gross profit.
- Ability to provide accurate estimates.
- College level math skills.
- Ability to maintain effective relationships through strong interpersonal skills.
- Ability to collaborate appropriately with build-team members and management.
- Ability to act with honesty, integrity, credibility, self-confidence, and independence.
- Ability to communicate effectively both verbally and in writing with clients and employees in a professional manner.
- Ability to train/mentor all field staff.

Qualifications

- Knowledge of appropriate legislation including: Occupational Health & Safety Act, Construction regulations.
- Knowledge of the Ontario Building Code & appropriate standards.
- Knowledge of safe operation on basic hand and power tools.
- Moderate computer & technology skills (Outlook, MS Word, Excel, texting, email)
- Current 1st Aid certificate
- Clean driving record & boating license

Interested applicants are asked to submit their cover letter & resumes to lwilson@kawarthalakesconstruction.com.

We would like to thank all who apply, however, only those candidates selected for an interview will be contacted. No phone calls please.