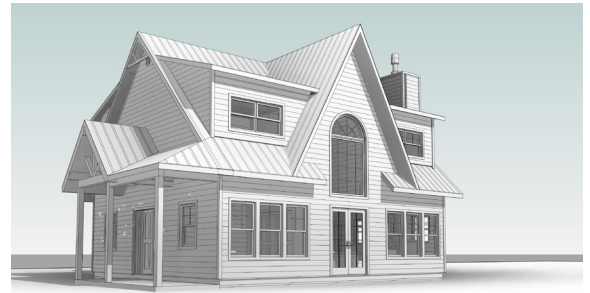




Good people building great things.



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.



DESIGN-BUILD PROFESSIONALS



Project Coordinator

The Opportunity

We offer more than just a job, we offer a career. Are you positive? Do you like being resourceful? Do you like being creative? Are you passionate about the details? Do you enjoy the opportunity to change and grow? These are benchmarks for joining our team and what you can expect. Your current skill set is important, but they are secondary to the above. Training, support, and growth are provided and paramount for our mutual success. All of our positions come with perks, including long term disability insurance and profit sharing and, most importantly, camaraderie!

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 status through the use of a thorough daily log.
- Creates and executes an accurate 5 day plan each week.
- Ensures compliance with building codes, health and safety legislation, and standards.
- Assigns and prioritize 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 feedback daily to build-team ensuring quality standards are met.
- Treats first aid issues on job site.
- Arrange and secure inspection with township building inspectors.
- Regularly liaises with clients.
- Provide 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 manage up to 3 projects at any given time.
- 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.
- Min 24,000 hours experience in Residential Construction.
- Knowledge of safe operation of basic hand and power tools.
- Moderate computer & technology skills (Outlook, MS Word, Excel, Text, Email, UDA, tablet, PCs)
- Current First Aid Certificate.
- Competent Supervisor Training (MOL).
- Must have valid G-License with a clean driving record
- Boating license
- Must purchase basic hand and power tools

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