



BENNETT MECHANICAL INSTALLATIONS (2001) LTD. O/A  
**BENNETT CONSTRUCTION GROUP**

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## **Project Coordinator**

### **Overview:**

The Bennett Construction Group is hiring Project Coordinators to join our growing team of water and wastewater construction professionals.

Bennett Construction Group has specialized in the Water and Wastewater industry for over forty years. Since 1981, we have stood alone as the only General Contractor in Canada whose singular focus is the construction of Water/ Wastewater treatment and distribution infrastructure.

With offices in Vancouver and Ontario servicing Western and Eastern Canada, over 1000 completed projects and the most skilled management & construction teams in our industry, you can count on Bennett.

As a project site-based role and integral part of the management team, Project Coordinators assist in the scheduling of construction works, archiving of project documentation, and tracking job progress.

### **Responsibilities:**

- Assist the Site Supervisor, Project Manager & Commissioning Manager in ensuring successful project delivery
- Manage & maintain contemporaneous records
- Manage & maintain daily activity reports, material logs, Request for Information (RFI) Logs
- Assist in developing lookahead schedules, forecasting upcoming works
- Effectively track changes on site and assist in monthly master schedule updates
- Assist in tracking and costing of project scope changes
- Develop and maintain a working knowledge of the project documents (specifications, drawings, general conditions and contract)
- Manage and supervise all site documentation, in coordination with the CHSO, preventative maintenance and inspections associated with the Bennett Construction Group's Occupational Health and Safety Program
- Assisting the Project Manager in reporting job performance status reports as required including costs, forecasts and safety
- Assist in coordination with the Commissioning Agent, all facets of project close-out, including archiving of documents, maintenance and warranty manuals, deficiency management and tagging requirements



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- Participate in basic layout and field engineering activities
- Assist in maintaining and managing As Built Drawings and Operation and Maintenance Manual preparation

**Skills & Requirements:**

- Post-secondary degree or diploma in related science, engineering or construction management discipline
- A willingness and desire to learn, a strong work ethic and flexibility to a range of working environments
- Proficiency with Microsoft Suite – preference will be given to candidates with prior experience in AutoCAD, Microsoft Project & Bluebeam REVU
- A principled character, focused on building healthy relationships with owners, consultants, co-workers and suppliers
- Impeccable organizational skills, keen attention to detail and proven performance under pressure



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