

JOB POSTING

CONSTRUCTION COORDINATOR

VICTORIA, BC

About Townline

The Townline Group is a Real Estate Development Company primarily focused in the Lower Mainland and Vancouver Island. Our development and construction portfolios are diverse and consist of mixed-used multi-family and commercial construction, as well as non-market and purpose-built rental housing. Townline is a well-rounded company with proven teams specialized in the areas of Development, Affordable Housing, Finance, Acquisitions, Construction, Sales, Marketing and Customer Care all housed under one roof. Townline has been building homes since 1981 and believe diversity is the cornerstone to our success and longevity.

Currently we are in need of a motivated Construction Coordinator to join our Victoria team. The ideal candidate is a highly organized individual who is an effective communicator, a creative problem solver and someone who thrives in a collaborative team environment.

This is an exciting opportunity for someone who would like to work with one of BC's most respected and proven residential and mixed-use developers.

Role Description

The Construction Coordinator will be responsible for supporting the Director of Construction on all operations relating to Townline's Victoria projects. This work will include creating tender packages, drafting trade contract agreements, documenting all control processes and maintaining operations in the office/site. The Construction Coordinator will support all construction personnel to ensure projects are executed in a timely and efficient manner.

The Duties of the Construction Coordinator may include but are not limited to:

- Set up and maintain proper communications with site for drawings, correspondence, etc.;
- Liaise with consultants to ensure safe and efficient operation of the construction process;
- Source, negotiate and draft contracts with desirable trades for the construction process;
- Reviewing tender packages for consistency and accuracy of the work;
- Performing take-offs and obtain information for tender packages;
- Sending out LOI's and follow up with contracts;
- Ensuring site and accounting department have contract lists for trades, consultants, and employees;
- Monitor and maintain drawing tracking spreadsheet and summary sheet;
- Monitor, approve and track lien release and holdback procedures;

- Review, update and maintain project schedules, project budgets and project progress draws;
- Generate, update and maintain baseline scope in main directory;
- Match invoices to PO's and review all monthly invoices and progress payments;
- Partner with Human Resources on all Recruitment needs;
- Schedule meetings and chair meetings as required;
- Monitor job costs and ensure they are coded and within budget;
- Set up, maintain and ensure proper documentation on all operations and procedures;
- Record and report all site activities as required;
- Ensure and maintain safe work policies and procedures;
- Coordinate and maintain inspection reports, logs and schedules.

Qualifications and Requirements:

- Completion of a post-secondary degree or diploma, preferably in construction or building technology engineering;
- 2-5 years of direct work experience in project management, with construction management experience preferred;
- A proficient understanding of all construction trades and construction techniques;
- Knowledge of local, provincial and federal workplace compliance regulations, ordinances and legislation;
- Commitment to working in a team environment, with established team building abilities;
- Results-oriented individual with the ability to interpret and effectively manage multiple and competing priorities and time lines;
- Understanding fundamentals of contracts and experience in managing contractors under the terms of a contract;
- Knowledge of OH&S regulations and related building codes;
- Demonstrated success in project delivery and execution of project management methods;
- Highly effective negotiation, diplomatic, and conflict resolutions skills;
- Able to effectively communicate with all types of staff, including laborers, technical, professional, and upper management;
- Able to effectively communicate both verbally and in writing;
- Able to build and maintain lasting relationships with business units, corporate departments, key managers, and other stakeholders;
- Demonstrated ability to exercise necessary cost control measures.

TO APPLY:

Please submit your cover letter and resume via BambooHR at:

<https://townline.bamboohr.com/jobs/view.php?id=34&source=aWQ9MTY%3D>

We thank you in advance for applying; however, only those short listed will be contacted.