

G. V. R. D.

TITLE: CONSTRUCTION COORDINATOR

POSITION DESCRIPTION

NO: 470

DATE: January 1983

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PURPOSE OF POSITION:

PROVIDE "ON SITE" INSPECTION AND ADMINISTRATIVE COORDINATION SUPPORT ON LARGE CONSTRUCTION PROJECTS TO ENSURE THAT WORK PROCEEDS ACCORDING TO SPECIFICATIONS AND DRAWINGS, AND TO LIAISE WITH ARCHITECTS, CONTRACTORS, ENGINEERS, TRADES, ETC.

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DUTIES: (The duties described hereunder are intended to be representative of the position and are not to be considered as all-inclusive,)

See that all workmanship and materials are in strict accordance with the drawings and specifications.

Organize, coordinate, inspect and approve the scheduling of the work, and progress payments of the various contractors, assign areas for their offices, storage, deliveries, etc.

Interpret and clarify drawings and/or specifications and to authorize extra work if required.

Ensure that site conditions meet union, contract, and W.C.B. requirements.

Arrange for the purchase and/or rental of material and equipment.

Keep daily diary, submit weekly reports to project engineer and record "as constructed" changes on set of contract drawings.

Recommend approval of work schedules and progress payments.

Hire construction labourers and tradesmen and in case of problems, act as liaison between various trades.

Check formwork and placing of reinforcing steel, conduits and fixtures to be embedded in concrete, check concrete for slump and air entrainment and prepare test cylinders, approve miscellaneous metalwork, sheet metalwork, sealants, painting and other protective coatings and finish hardware.

Make depth soundings of rivers and other waterways.

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REQUIREMENTS: (Minimum to fill position.)

Grade 12, supplemented by courses in surveying, construction technology, concrete technology, municipal works inspection, basic drafting, welding, report writing, supervision, etc.

Requires 10 or more years of experience in construction, surveying and inspection work.

B.C. driver's licence and health certificate for watershed entry.