

## Job Description



### POSITION: Civil Project Coordinator

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**Original Date: April 2012**

**Revision Date:**

This is a full time, permanent position based out of Sunshine Oilsands Ltd.'s main office in Calgary, Alberta.

#### **JOB DUTIES AND RESPONSIBILITIES:**

The incumbent will report to the Project Manager, and will work with vendors and other stakeholders to assist the project manager in keeping civil projects on time and schedule.

Responsibilities of this role include, but are not limited to:

- Coordinate and plan the civil construction projects, managing the contracts, POs and invoicing ;
- Coordinate activities of site construction for safety, technical and quality inspection personnel;
- Coordinate site interfaces between Prime contractor (SOSL), Engineering, Procurement, CMT, Vendors, Subcontractors, etc.;
- Report progress, performance, initiatives, issues, and challenges to Project Manager as appropriate;
- Work with and understand First Nations' culture and values;
- Lead/assist in preparation and development of construction planning deliverables;
- Interface with EPC contractors on a daily basis;
- Provide input in the review and development of contractor's detailed plans and procedures;
- Monitor and appraise contractor's performance and recommend corrective action to be taken where deficiencies are detected;
- Coordinate resolution of construction related issues with guidance from Construction Project Manager;
- Utilize best practices and other Construction systems/tools;
- Ensure execution of the contract is in compliance with contract specifications;
- Ensure change requests are in accordance with Management of Change Plan;
- Ensure all earthworks and erosion control works are carried out in accordance with applicable standards and procedures;
- Provide weekly and monthly progress reports;
- Review all billing, invoices, quotations, etc.;

#### **REQUIRED EXPERIENCE AND SKILL SET:**

- 10+ years of relevant experience in Road and Civil Construction, preferably in the Oil and Gas industry in Northern Alberta;

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- Experience with environmental aspects of road construction;
- Knowledge and understanding of regulatory issues;
- Excellent leadership and team building attributes.