Senior Construction Coordinator

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Professional and Managerial Group

Senior Construction Coordinator

Physical Resources

Temporary full-time from January 1, 2018 to December 20, 2019

Hiring #: 2017-0573

Please read the Application Instructions before applying

Reporting to the Manager, Construction Coordination, the Senior Construction Coordinator will direct and manage all aspects of the construction phase of capital, renovation, and infrastructure projects. The Senior Construction Coordinator is accountable for providing high-quality, timely and effective coordination of multiple construction projects. Responsibilities include, but are not limited to: scheduling, document control, change control, contractor management, ensuring compliance with construction documents as well as legislated and University of Guelph standards, authorizing payments, interacting with multiple stakeholders to schedule work in a way that minimizes disruption to the campus community and its activities, and other associated duties as assigned. This position will be responsible for numerous projects simultaneously, with individual project values ranging up to several million dollars.

Requirements of this position include: A three-year community college diploma in a related discipline, and several years’ relevant experience, or an equivalent combination of education and experience. Broad experience in architecture and engineering design, and a sound knowledge of construction industry codes and legislation are required. Also essential are excellent organizational, interpersonal, communication (oral and written) and negotiating skills. Proficiency with the MS office suite of software is required, and knowledge of AutoCAD would be an asset.

Covering Position Number 808-008
Classification P05

Professional/Managerial Salary Bands [2]

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2017 11 13
Closing Date: 2017 12 04

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