

PROJECT ASSISTANT - BRIDGES

Elevation Technical Services Construction Services team delivers the field administration of Bridges, grading and paving works throughout the Province of British Columbia, including contracted rehabilitation and expansion projects and planned and emergency response day labour projects. Elevation Technical Services work encompasses all aspects of those administration and technical services.

JOB OVERVIEW

The Project Assistant reports directly to the Project Supervisor and plays a key role as second-in-command on the team and in the project's quality management process. This position works independently or within a team environment.

This position requires considerable independence in a fast-paced and dynamic environment full of ongoing changes, which requires sound judgment and timely responses.

Communication with all stakeholders and outside agencies is critical regarding construction sequencing, timing, and methods.

ACCOUNTABILITIES

- Assists the Project Supervisor in overseeing the work of Contractors on Major Works, Minor Works, Operational Services, Consulting Services, and Local Minor Works & Services contracts, ensuring assigned portions of contracted works are completed on time and within budget.
- Interpreting and ensuring adherence to agreement contract, specifications, and special provisions;
- Measuring and calculating quantities for payment and approving work regarding provisional sums items, conditional items, and extra work;
- Performing inspections and reviews of safety, environmental and other issues;
- Meeting with the Contractor's designates to review/plan the sequence and scheduling of proposed work, review work in progress, material quantities and payment provisions, and provide early dispute resolution and identification of potentially contentious issues;
- Developing and implementing a quality management program by developing quality checklists to suit the project's specific conditions, including conducting quality audits.
- Executing the audit by working through the set checklist and recording objective evidence which supports the findings;
- Reviewing and analyzing non-conformances, preparing audit findings, providing audit reports to contractors and ensuring any non-conformances have been rectified;
- Recording daily events and activities, weather and site conditions, site personnel and visitors' duties through the diary, email or daily reports; record details of significant discussions with the Contractor, including problems raised, options investigated, conclusions reached, and decisions made or conveyed;
- photographing and videotaping the site and works to substantiate items or procedures of interest or controversy;
- ensure there is a project document control/filing system in place

JOB REQUIREMENTS

Have a civil technology diploma plus six (6) years of related experience as a bridge construction inspector or a bridge project assistant supervisor.

A related engineering degree plus four (4) years of related experience, OR;

Grade 12 plus additional bridge construction-related courses with a minimum of 15 years of directly related experience.

KNOWLEDGE SKILLS AND ABILITIES

- Thorough knowledge of bridge and structure construction methods.
- Ability to communicate effectively (verbally and in writing) with solid presentation skills, including support of public involvement and outreach programs; strong project/program management expertise; solid understanding of infrastructure design and construction with expertise in complex structures; and strong expertise in bridge rehabilitation, bridge widening and complex structure-types.
- Experience as project supervisor assistant, ensuring consistency with Industry practices
- Knowledge of Ministry of Transportation and Infrastructure Standard Specifications and Major Works Construction Agreement, application, and interpretation consistent with Ministry of Transportation & Infrastructure practice
- Practical and technical knowledge of bridge construction, including concrete bridge Deck Rehabilitation & Re-Surfacing
- Leading and developing technical discipline teams and performing as a project manager on bridge projects.
- Sound knowledge of Quality Management regarding project supervision services
- Timely and accurate surveying and quantity calculations
- Liaison with other consultants, other Ministries, individuals, and outside agencies
- Manage individual bridge construction projects schedule and budgets
- Serving as the primary client liaison to bring the schedule, budgets, and scope of work to completion and the client's satisfaction.

PROVISOS/WILLINGNESS STATEMENT

Valid Class 5 Motor Vehicle License and the provision of a driver's abstract.

Must be willing and able to work outside during inclement weather or on rough terrain.

Must be willing to travel throughout the province.