

PROJECT ASSISTANT - GRADING

Elevation Technical Services Construction Services team delivers the field administration of grading and paving works throughout the Province of British Columbia, covering contracted rehabilitation and expansion projects and planned and emergency response day labour projects. Elevation Technical Service's 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 & contract administration 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 on budget.
- interpreting and ensuring adherence to the contract, specifications, and special provisions;
- measuring and calculating quantities for payment and approving work against provisional sums, 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 performing quality audits
- executing the audit by working through the set checklist and recording objective evidence which supports the findings;
- reviewing and analyzing quality non-conformances, preparing audit findings, providing audit reports to contractors and ensuring any non-conformances have been rectified;
- monitoring of materials, processes, products, and workmanship and enforcement of project specifications and standards;
- 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 related experience in Construction Management or equivalent combination of education and experience, OR;

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

grade 12 plus additional construction-related courses (survey, design, materials, hydraulics, blasting, asphalt, etc.) with a minimum of 8 years of directly related experience in highway construction or paving.

KNOWLEDGE SKILLS AND ABILITIES

Thorough knowledge of highway construction methods.

Knowledge of material mechanics and understanding of structures, geology and hydraulics.

Knowledge of construction project issues related to quality management, traffic management, and worker and public safety.

Knowledge of project cost-tracking methods

Ability to interpret engineering drawings, technical manuals and specifications.

Working knowledge of highway survey, design, construction, paving, and maintenance practices and standards, WorkSafeBC Occupational Health & Safety Regulations, highway construction equipment, engineering survey/layout and drawing/plans, inspection procedures, quality management and auditing, contract management and administration.

Ability to produce timely and accurate digital terrain models and volume extractions using CAiCE/Civil3D.

Ability to exercise tact, diplomacy, discretion and sound judgment in dealing with internal clients, contractors and the public.

Good oral and written communication skills.

Ability to work independently and within a team environment.

Ability to supervise, mentor and coach staff.

Assisting in addressing Contractor queries with regard to technical aspects of the contract and drawings.

Ability to manage within approved budgets and resources.

Ability to supervise and lead small multi-discipline working groups.

Ability to prepare timely and concise reports.

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 and on rough terrain.

Must be willing to travel throughout the province.