



Organization Overview Aecon Construction Group Inc. is Canada's largest, publicly traded construction and infrastructure development company. Aecon and its subsidiaries provide services to private and public sector clients throughout Canada and on a selected basis internationally.

Divisional Overview Aecon Six Nations (AGN) is a joint venture partnership with Six Nations that works to provide a broad range of utilities-related work.

Business Unit Overview

Business Unit Utilities

City Ohsweken

Province/State Ontario [ON]

Country Canada [CA]

Title Project Coordinator (Contract)

Position Overview Reporting to the Operations Manager, the Project Coordinator will be responsible for providing coordination and support to various aspects of operations to ensure the efficient and profitable execution of the installation of underground utility infrastructure.

Note: This is approximately a 10-month contract.

Key Responsibilities

- Assists in the efficient scheduling of various work crews as required.
- Performs site previews / inspections as required in preparation for locate requests.
- Meets utilities on site, as required, to assist in accurate and timely locates.
- Assists in inventory management / control and related systems development.
- Coordinates / procures specialty materials / tooling.
- Assists in small / specialty tool inventory management / control / maintenance / certification.
- Conducts daily scanning of heavy equipment that is idle or down for repair.
- Creates / monitors weekly equipment idling reports and correct misallocations.
- Reviews / summarizes weekly equipment utilization reports and correct misallocations.
- Tracks / maintains area specific worker Training Matrix.
- Leads / directs the maintenance for operational yard facilities.
- Assists in the development of annual pricing agreements from regular vendors.
- Assists in the acquisition of required safety / experience documentation from subcontractors.
- Ensures / tracks that quality and frequency of safety inspection / reporting is in compliance with Aecon Health & Safety and Environmental Manual.
- Reviews / tracks / summarizes Quality Assurance non-conformances and ensures appropriate training and follow-up.
- Ensures the safe / organized status of materials and equipment in the outside yard areas.



Required Knowledge & Skills

- Recent College Graduate – Civil / Construction Technologist / Technician.
- Experience in the utility construction industry an asset.
- Sound computer skills – MS Excel, MS Word, MS Project.
- Strong communication skills – oral and written.
- Self motivated with good organizational skills.
- Adaptable to flexible work schedule when required to meet deadlines.
- Ability to work with others as a team.
- Valid driver's license.

Employment Status Contract

Date Req Created 2/27/2018

Compensation & Benefits Overview Aecon Six Nations offers the opportunity to work on challenging, high profile projects and provides competitive compensation and benefits.

Equity Statement Aecon Six Nations is an equal opportunity employer.

Accessibility Aecon Six Nations accommodates. Upon request, Aecon Six Nations accommodates candidates with disabilities throughout the hiring process.