



Dufferin Construction Company
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CO-OP OPPORTUNITY

Division:	Dufferin Construction
Job Title:	CO-OP Construction Coordinator - Civil Engineering
Department:	Operations
Job Location:	GTA, Hamilton, London areas
Preferred Disciplines:	Civil Engineering

Position Responsibilities (key duties, scope of position, goals, expectations, skill requirements, and travel requirements):

- Assist the Project Superintendent in planning, coordinating and supervising construction activities including crew and equipment.
- Ensure compliance with the Occupational Health & Safety Act and Regulations for construction projects by implementing the Company's OH&S management system.
- Maintain and manage plans, specifications, cost, and material estimates, subcontract and related reports.
- Establish, monitor and initiate updates to, construction work schedules.
- Maintain accurate cost control plans by entering daily units of completion and processing time cards and material packing slips for payment and cost control updates.
- Coordinate proper procurement of construction materials ensuring timely delivery and accuracy of purchase orders.
- Expedite progress payment certificates, final payment certificates and all extra work orders as per contract.
- Calculate all productivity and material yields.
- Arrange and conduct construction field services as required.
- Maintain diary for each project on a daily basis.
- Employees may also be assigned other work as required.

Educational Criteria:

Civil Engineering Degree or Civil Engineering Technologist or Technician Diploma and related experience

Working Conditions:

- Standard 50 hours per week, will be required to work overtime and night shifts based on operational requirements.
- Working on a jobsite, from a construction site trailer.



- Travel to/from/within jobsite(s).
- Daily exposure to construction environment i.e. heavy equipment, oncoming traffic, inclement weather (heat, cold, rain etc.).

Position Dimensions:

- Valid full G driver's license.
- Relocation would be the responsibility of the applicant.
- Demonstrates a sense of urgency and strong commitment to achieving goals and objective.
- Focused on details, highly organized and works effectively with shifting priorities and rapid change.
- Effectively examines events, issues and problems to generate optimal solutions in a timely manner.
- Communicates with impact and creates an environment in which people communicate openly and honestly.
- Fosters teamwork and cooperation with a strong ability to work with a highly functional team of experts.
- Strong computer skills (Microsoft Office).

Please send resume to the attention of Vita Rigole, Sr. Human Resources Coordinator with the subject line Co-op Engineering Student to dcchr-ca@ca.crh.com

CRH Canada Group Inc. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

