



## **SITE COORDINATOR/SAFETY REPRESENTATIVE**

*Ashcroft Homes is Ottawa's leading residential and commercial developer. Their belief in quality, innovation and integrity is evident in both their commercial and residential endeavours, including retail, office, mix-use and designer homes in the city's very best neighbourhoods.*

*As an innovate leader in the industry, Ashcroft Homes is seeking the services of an experienced **Site Coordinator/Safety Representative**.*

### **Responsibilities**

The focus of this role will be to maintain contract documentation and assist in organizing and controlling project activities. Responsibilities will be, but are not limited to the following:

- Attend meetings and assist with determination of project requirements;
- Gather all project information: drawings, specifications, shop drawings, reports, requests for information (RFI) etc.;
- Schedule and attend site meetings to record and then distribute minutes and follow up;
- Work with Site Superintendent to understand and track the progress of work done by trades and suppliers;
- Maintain good communication with trades and suppliers to ensure timely and efficient completion of jobs, proper communication of issues and documentation;
- Monitor and coordinate communication on projects' progress;
- Track & manage site instructions, contemplated change notices and change orders;
- Assist in the preparation of construction schedules, setting up project administration files;
- Under the direction of the Site Superintendent and Project Manager, maintain correspondence with Owner, Architect, Engineers, and Consultants;
- Coordinate deliveries to site
- Receive and verify materials delivered;
- Assist Site Superintendent with scheduling of additional personnel on site;
- Assist with clarifying scope of work with sub-trades and suppliers;
- At the end of the project, coordinate with trades for As-Built and O&M manuals.

This position will also be responsible for performing the duties of **Site Safety Representative**. Responsibilities include but are not limited to:

- Monitoring the site to ensure all workers are following safe working practices;
- Identifying situations that may be a source of danger or hazardous to workers;
- Reporting necessary information to the MOL and accompanying MOL inspector during visits;
- Completing necessary documentation for MOL and safety related issues;
- Meeting with Safety Consultant and supporting the implementation of safety plan;
- Conducting investigations when necessary;
- Help develop safe work procedures and utilization of proper protective equipment and practices;
- Actively participate in Joint Health and Safety committees and field employee meetings
- Orienting new hires and delivering new training when necessary

### **Skills & Qualifications**

- Post-secondary diploma or university degree in architecture, architectural technology, construction management / project management, business or commerce
- Minimum 3 years of experience as a Site Coordinator in Residential Construction (high-rise and retirement home construction experience would be considered assets)
- Excellent written and verbal communication skills (bilingualism an asset)
- Read and understand construction-related drawings/documents
- Excellent computer skills, including Microsoft Excel, Word, MS Project etc.
- First Aid/CPR "C" certification an asset
- Working at Heights/WHMIS certification an asset
- Basic Certification and Workplace Specific Hazard Training would be considered an asset

Interested candidates, email CV and cover letter, with the position you are applying for, to: [recruiting@ashcrofthomes.ca](mailto:recruiting@ashcrofthomes.ca)