

# Job Description

West White Rose CGS Project



SINC-LAVALIN DRAGADOS PENNECON

<b>Name:</b>	PACKAGE TQ/SQ COORDINATOR
<b>Department:</b>	CONSTRUCTION
<b>Reports To:</b>	CGS CONSTRUCTION MANAGER

## RESPONSIBILITIES

The Package TQ/SQ Coordinator (PTQSQC) will:

- Provide technical interpretation of plans and specifications and provide general assistance to site construction.
- Coordinate inspections with consultants and authorities as required by the contract.
- Order construction material and equipment as required.

## MAIN TASKS AND DELIVERABLES

- Monitor structural steel MMO, piping, concrete form work and rebar installation for conformance to structural drawings.
- Collect information and prepare Technical Queries (TQ's) and Site Queries (SQ's), review with stakeholders and issue.
- Maintain TQ/SQ Trackers
- Track TQ and SQ for close out
- Coordinate interfaces between 3<sup>rd</sup> party's contractors and SDP/Cenovus using project Interface Management Software.
- Close out Interface Agreements.
- Review shop drawings for conformance with the contract and ensure information is communicated to field supervision.
- Provide assistance in the prevention of quality problems and in the resolution of problems.
- Perform and report on incoming inspection of materials received.
- Report all non-conformances as detailed by the Quality Assurance System and procedures.
- Participate in the investigation of non-conformances and corrective action resolution as required.
- Prepare/inspect and verify the completion of all construction punch-list items.
- Assist operations in the development of work plans and procedures ensure processes and procedures are followed.
- Liaison with the on-site quality inspectors and document control coordinators and assist as necessary with preparation of RFIs, NCR's, construction method statements, etc.
- Work as a member of the site management team and work cooperatively with management and site supervisory staff.
- Ensure conformance with applicable engineering, quality, safety and environment standards.

## QUALIFICATIONS

- Technical degree or diploma in an engineering. An equivalent combination of training and work experience may be considered.
- Minimum of 2+ years engineering/construction experience specific to CGS construction
- Experience with concrete production, distribution and placement
- Candidates must have strong communication skills and the ability to work effectively within an integrated project team.

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**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.