

# Job Description

West White Rose CGS Project



SNC-LAVALIN DRAGADOS PENNECON

<b>Name:</b>	FORMWORK PACKAGE COORDINATOR
<b>Department:</b>	CONSTRUCTION (FORMWORK)
<b>Reports To:</b>	CGS FORMWORK LEAD

## RESPONSIBILITIES

The Formwork Package Coordinator (FPC) will:

- Work side by side with Department Lead to interpret work scopes and develop schedules, budgets, work packages and hazard analysis’.
- Provide input to and be accountable for departments schedule and cost.
- Liaise with Engineering departments on temporary works requirements and technical quarries.
- Liaise with Formwork vendors while reviewing shop drawings for constructability and compatibility.
- Liaise with Formwork vendors on matters of procurement, delivery, cost and change.
- Lead a team of field coordinators and provide continuity between multiple shifts

## MAIN TASKS AND DELIVERABLES

- Assist the Department Lead with technical matters and all other areas of business.
- Monitor and support the execution of work scopes while reporting on progress, cost and schedule.
- Review and maintain tracking sheets associated with progress, cost, schedule and quality.
- Perform quantity takeoffs and support estimates for upcoming scopes.
- Conduct inspections with the Engineer of Record and/or QC/QA to ensure all requirements are met prior to each pour.
- Coordinate site activities and daily production needs with the Site Superintendent.
- Support the craft onboarding process.
- Manage the procurement of materials / tools and ensure required on site dates are met.
- Create daily reports, review timecards and cost reports for all formwork related operations and personnel.
- Ensure all HSE requirements and safety roles are established for the department and all subcontractors involved with the department.
- Ensure proper implementation of all procedures and work packs related to formwork operations.

## QUALIFICATIONS

- Technical degree or diploma in an engineering or construction / project management related field. Candidates with trade specific background also considered when a combination of training and work experience is deemed equivalent.
- 5-10 years of experience in the construction field and familiar with reading and understanding construction drawings and interpreting sequence of work.
- Candidates must have strong communication skills and the ability to work effectively within an integrated project team.

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- Excellent verbal, written, presentation and communication skills with working knowledge in Microsoft Office Suit.
- Demonstrated ability to work independently, take initiative and ask questions.
- Strong analytical and organizational skills.

**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.