

Job Description

West White Rose CGS Project



SINC-LAVALIN DRAGADOS PENNECON

Name:	MMO COMPLETIONS AND WORKFACE COORDINATOR
Department:	MECHANICAL OUTFITTING
Reports To:	MMO CONSTRUCTION LEAD

RESPONSIBILITIES

The MMO Completions and Workface Coordinator (MCWC) will:

- Be responsible for the development of the workpack closeout process
- To participate in the completions process in Construction and Commissioning teams.

MAIN TASKS AND DELIVERABLES

- Development of the work pack closeout process
- Be a focal point of Completions management tools and interfacing with vendors and IT for solutions of issues.
- Track and monitor the redline process as well as work with Document Control to ensure processed.
- Work pack closeout ensuring accurate and most up to date revisions are included.
- Coordination with the project Mechanical Completions group to plan and facilitate MMO completion activities
- Work pack development
- Workface planning
- Participate in MMO planning sessions

QUALIFICATIONS

- Graduate of Mechanical Engineering or Engineering Technology program or a combination of related work experience and training.
- Minimum 5+ years' experience on heavy mechanical and civil construction projects, preference will be given to candidates with such experience as well as workpack planning, coordinating,
- Basic computer skills to include Microsoft Word, Excel and the use of Adobe Acrobat and/or Bluebeam
- Ability to work shift work (eg. 14/7) and dayshift/nightshift.
- Ability to work at heights and in confined and/or constricted spaces.
- Must have physical agility to climb/descend ladders and stair towers, as well as access various elevated work platforms.
- Candidates must have strong communication skills and the ability to work effectively within an integrated project team.

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.