

# Job Description

West White Rose CGS Project



SNC-LAVALIN DRAGADOS PENNECON

<b>Name:</b>	CIVIL COMPLETIONS LEAD
<b>Department:</b>	CONSTRUCTION
<b>Reports To:</b>	CGS CONSTRUCTION MANAGER

## RESPONSIBILITIES

The Civil Completions Lead (CCL) will:

- The role of Completions Lead will be responsible for the timely and accurate delivery of design completion and deficiencies and develop a practical completion's delivery program for their discipline. Strong attention to detail combined with the ability to meet tight deadlines will be critical in this role, ensuring work is completed right the first time.

## MAIN TASKS AND DELIVERABLES

- Develop, implement and maintain the required turnover and completion procedures and associated verifying documents.
- Work collaborate with the construction management team, superintendents and project managers to ensure timelines are being met as scheduled to meet the project substantial completion dates.
- Planning and tracking of all turnover and completions activities, including the scheduling of required walks through collaborations with the construction teams.
- Ensure that standards are being followed across multiple departments in the Project with the highest level of accuracy ensuring work is completed as planned according to the schedule.
- Provide insight and support to throughout the testing and commissioning phase as required.

## QUALIFICATIONS

- Bachelor's Degree in relevant Engineering discipline preferred.
- Working knowledge of heavy civil and testing requirements.
- Technical understanding of activities relating to the turnover and completions components prior to commissioning.
- Thorough understanding of the Civil completion process of punch list items and turnover procedures.
- Must possess a proven ability to prioritize tasks and meet scheduled deadlines.
- Ability to understand and generate regular reports as required.

**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.