

Position Summary

Location:	Ontario, Canada
Position Type:	Permanent Full-Time
Reports To:	Project Site Supervisor & Project Manager

General Description

At BLT, we continually strive to be the industry's leader in safety, proper construction methodology, quality, and customer service. Part of our delivery model is the integration and involvement of a Construction Field Engineer, mobilized on our project jobsites to actively assist in managing the thorough and detailed construction process.

Roles and Responsibilities

Core Competencies

- Must have a Bachelor degree in Engineering or related discipline.
 - P.Eng or eligible for registration in Ontario
- Requires 5 - 10 years of relevant experience.
- Possess strong, effective and professional communication skills.
- Ability to work in and support a strong team concept but have the ability and insight to work independently.
- Must be able to deal/interface with contractors' staff, Municipality staff, and various commission employees in order to resolve conflict.
 - External contacts include contractors' staff, consultant staff, and representatives from municipal agencies and utilities, and involve the discussion of change orders, claims, design issues, etc. These contacts will require a level of tact and diplomacy.
- Be "results oriented" and have an innate sense of urgency.
- Present oneself as professional, innovative, creative, positive, and a self-starter.
- Requires a sound knowledge of construction management practices and principles, construction techniques and practices, including familiarity with construction laws, contract administration, contract inspection, and claims management.
- Must have a strong knowledge of, and experience in specialized construction scheduling methods and analysis.
- Must possess sound judgement; good organizational, administrative, interpersonal, verbal communication, and technical report writing skills as well as excellent analytical and problem-solving skills.
- Must display tact and diplomacy to motivate and work with Contractors, Designers, End-Users, and fellow construction inspection staff.

- Highly developed computer skills in spreadsheets and scheduling programs and word processing programs.
 - MS Office (Word, Excel, Project, PowerPoint, Outlook), ProCore, Revit, and AutoCAD
- Understand BLT's Occupational Health and Safety Policies and assist in the execution of BLT's policies
- Must have a valid, full "G" driver's licence for the Province of Ontario and own a personal automobile.
- Must be able to travel.

Primary Responsibilities and Duties

- Provides technical support to construction activities at the worksite, while expediting design changes for timely response to construction inquiries.
- Manages the receipt, review, distribution, filing/uploading, studies drawings and specifications issued to the field and reports to BLT any ambiguities, interferences or errors found on drawings, specifications and assigned work.
- Advises BLT representatives and contractors on the interpretation of drawings and specification and advises on additional details or clarifications required from project design.
- Manages the "submittal" process, from requesting, reviewing, distributing and filing/posting submittal documents/items as required with detailed understanding of all requirements and deliverable dates.
- Reviews proposals for field changes and substitutions and recommends action to BLT for approval.
- Verifies the accuracy of surveys and dimensions established by contractors and assists in establishing and maintaining survey benchmarks.
- Defines and implements inspection requirement for construction work to assure conformity to drawings and specifications.
- Obtains and supplies field representatives and QA/QC inspectors with applicable codes, manufacturer's instructions, vendor drawings and installation procedures required for field work.
- Assists material control group when requested in inspection of equipment and material.
- Use Revit and other BIM programs to manipulate and review digital drawings in real time to review specific detail coordination, identify potential conflicts and obstructions.
- Assures As-Builts are completed within the time determined by the project lead.
- Review all work as it is being placed to be sure it is accurate within accepted tolerances.
- Review contract drawings, specifications and shop drawings to ensure proper coordination and installation.
- Document and distribute Meeting Minutes related to Health & Safety, subcontractor coordination meetings, and OAC meetings.

- Manage the various field/review reports conducted and provided by Consultants and other regulatory inspectors/parties by receiving, reviewing, distributing, and filing/posting of these documents as required by BLT.
- Manage the various delivery, rental and other material/time sheets provide to BLT by receiving, reviewing, distributing, and filing/posting these documents as required by BLT.
- Assist the project team by reviewing current schedule and providing solutions/options for schedule recovery, as well as actively managing and participating in schedule recovery efforts as required.
- General set-up, housekeeping and organization of the site office is required.
- Perform administrative duties as required.
- Any reasonable requests by management are valid job assignments.