



Construction Project Administrator

West-Can Seal Coating Inc. (WCS) is a privately owned highway maintenance company specializing in pavement preservation and roadway construction across Western Canada for almost 40 years completing contracts across Alberta, Saskatchewan and Manitoba for both public and private sectors.

As one of the largest pavement preservation companies in Western Canada, WCS operates offices located in Didsbury and Bruderheim (Alberta) and Brandon (Manitoba). These divisions provide services in asphalt milling, pulverizing, grading, various pavement preservation services along with liquid asphalt manufacturing.

For more information on the company, please visit www.west-cansealcoating.com.

WCS is always looking for good people. Whether you're a veteran to the industry or just starting your career, your contributions will be valued and your hard work will be rewarded. As our workforce continues to build Western Canada's infrastructure, WCS strives to provide our employees with a first-class working experience, including:

- A strong commitment to safety in the workplace
- Competitive wages, benefits, RRSP, tool allowance, and safety bonuses
- Ongoing career development

Job Overview

Our peak season is late May through early October and project locations are anywhere between Alberta and Manitoba. The expectation is to work remotely on the road during our peak season; extended hours of work and overtime will be required. This position is responsible for overseeing daily crew operations, coordinating with owners or general contractors, and ensuring projects are safely completed on time, on budget and in compliance with contractual requirements and specifications. The project administrator will travel with the respective crews and be the point of contact for all administrative responsibilities and office communication for the crew. The primary responsibility is that of administration with superintendent-based approvals.

Day to Day Responsibilities

Safety

- Implement and adhere to West-Can Seal Coating Inc. safety program, policies and HSE manual. Contribute to the creation of a safe work environment.
- Advise superintendent when employees are approaching required reset intervals according to hours of service.
- Assist in incident and near miss investigations.
- Ensure all safety paperwork is collected and submitted (meeting minutes, FLHA's, inspections, sign logs etc.).

Administrative

- Daily labour hour submittals and verification with drivers' daily logs for all positions.
- Collect and organize all paperwork from the crew members i.e. fuel, driver logs, packing slips, receipts, Gravel tickets, emulsion BOL, etc.
- Submit crew paperwork to the office on a weekly basis.
- Review cost codes and, with superintendent approval, submit for invoice payment against delivered



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items involving production: bills of lading, packing slips, scale tickets, etc.

- Verify hotel list and room allocation and manage the appropriate distribution of employee to room availability.
- Notification to office for all accommodation changes.
- Coordinate on site facilities with office.
- Coordinate fuel card assignment to crew members with superintendent and office direction.
- Termination or transfer processes followed and communicated to relevant parties.
- New hire processes with the direction of Human Resources.
- Meeting minutes recorded and submitted for all meetings held with the crew.
- Arrange for relevant permits as required and co-ordination of such with the office.
- Ensure client/owner/customer receives all required documentation in a timely manner.
- Keep track of relevant job correspondence.
- Communication and co-ordination with sub-contractor(s).

Production

- Daily quantities, materials consumptions (in and out) and production quantities.
- Application rates and daily production tracking with detailed description of work completed - to include station numbers, GPS data etc.
- Material tracking through completion (orders, deliverables and consumption).
- Reviews and approves daily submitted equipment hours.
- Any discrepancies, errors or omissions in production data found are corrected and shared with the superintendent and office staff as required.
- Co-ordinate auxiliary needs for production – i.e. pre-advertising signs.
- Track all demurrage charges accordingly and correspond with the office as required.
- Maintain and update construction schedule ensuring all those affected have been updated.

Quality

- Identify specific areas/completed work, using stations/GPS, that may be deficient requiring repair, and communicate this with the superintendent.
- Ensure material samples are collected and documented as required by contract or at the direction of the superintendent.
- Ensure all testing results are shared with appropriate parties and kept up-to-date.

Job Results

- Timely reporting of all relevant project information to ensure accurate and prompt invoicing.
- Identifying infractions and conflicts with crew time against allowable time and log book regulations.
- Well-kept records of all information relating to current and future projects and ability to speak to generated reports to senior management as well as project owners/clients/consultants.



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Knowledge, Skills, Abilities and Attitude

- Strong understanding of Microsoft Office suite including Word, Excel, Project, PowerPoint.
- Understanding of GPS and measuring instruments and tools.
- Ability to read and understand contracts and plans, and apply the information in the field.
- Knowledge and understanding of contract requirements and specifications for each project, to include required information for submission/agreement of billable quantities.

Decision Making & Authority

- Purchase required site/project items up to \$1000.
- Direct work, if required, in consultation with the superintendent and/or lead hand.
- Direct employees, if required, in consultation with the superintendent and/or lead hand.

Reporting Relationships

- Directly reporting to the superintendent.
- Collaborate with the lead hand to ensure all tasks are being completed.

Working Conditions & Physical Requirements

- You will be required to work through various weather elements.
- You will be required to work long hours away from home.
- You will be required to lift 50 pounds.

Education and Experience

- Three years of previous experience in a supervisory role.
- Five years of highway construction experience.
- Post-secondary education in Business or Civil Engineering is preferred.
- Excellent verbal and written communication skills.
- Current Class 5 driver's license.
- Able to provide a 5-year commercial drivers abstract with fewer than 6 demerit points and be insurable.
- Strong computer skills (MS Office suite).
- Experience with construction software (i.e. Viewpoint or similar) considered an asset.

While we appreciate all applications, only those candidates selected for an interview will be contacted.

All applicants are required to successfully meet all post-offer and pre-employment fit for duty requirements, which includes drug and alcohol screening.

For further information or to apply, email: hr@west-cansealcoating.com or visit

www.west-cansealcoating.com.