

VOLKER STEVIN POSITION PROFILE

Position:	Project Assistant (Summer Student)	Status:	Contract
Company:	Volker Stevin Contracting Ltd.	Location:	Calgary, AB – Main Office
Division:	Roads/ Special Projects	Supervisor:	Supervisor of Field Operations
Is this Safety Sensitive position?		Yes	

Volker Stevin Canada and its subsidiaries across Western Canada are dedicated to providing the highest level of quality services in the areas of: construction, project management, highway maintenance, civil works and bridge construction, maintenance and rehabilitation expertise, and asphalt/aggregate plants and pits.

In anticipation of our client’s needs, we strive to build and maintain long term relationships based on safety, quality, value, trust, and timely service. In addition to upholding professionalism, integrity, honesty, and fairness in our relationships with our clients, professional associates, subcontractors, and suppliers we ensure the longevity of the Company while sustaining growth and profitability.

Holding a moral obligation to a safe, environmentally responsible work environment we model safety excellence as our way of life – where individual professional growth is the foundation for company growth. Our culture of building and maintaining successful partnerships instills confidence in achieving both employee and client goals.

Position Rationale

Working as part of the Project Management team, the Project Assistant (Student) will support with the execution of Roads and Special Projects within the City of Calgary and surrounding areas. The Project Assistant will be involved with the estimation and planning, execution, and administration of the projects; act as a secondary point of contact to the client.

Position Accountabilities

Project Supervision:

- Assist in and/or develop preliminary construction schedules and other project schedules
- Read and interpret project plans and specifications to procure materials that match job specifications
- Supervise construction projects to ensure they follow planned estimates
- Coordinate change order process, including pricing, negotiating, and assessing cost and schedule impact prior to reviewing with the Senior Estimator/Project Manager
- Identify and work to rectify any major discrepancies on projected project costs and construction standards
- Assist the Project Manager with issuing and monitoring the progress of tender packages and subcontracts

	<ul style="list-style-type: none"> • Perform on-site inspections once project is underway • Understand and assist in the planning and execution of work procedures, scheduling, managing, and maintaining projects and budgets. • Collaborate with Operations to coordinate the various phases of construction to prevent delays • Measure and/or confirm field measurements for final billing reconciliation • Keep an accurate record of all information required to deliver on the project efficiently, produce the necessary reconciled billings up to final product delivery and final invoicing.
Estimating:	
	<ul style="list-style-type: none"> • Assess the type of tender, client, and closing date of tender to determine prioritization of all tenders. • Attends Pre-Bid meetings to fully understand the scope of work for the bid • Assists in coordinating and formulating estimates for projects • Reviews construction documents including proposal specifications and drawings • Reads construction drawings to gain a thorough understanding of the project • Obtains pricing for materials, search and analyze most cost-effective means and methods of construction • Maintain back up files and working documents for all estimated figures including current, accurate information and costs from suppliers and subcontractors • Participate in coordinating the preparation and performance of full detailed quantity takeoff estimates, identifying inherent risk and opportunities • Participate in project development activities including scope definition and clarification, pre-construction planning, control estimate development and delivery.
Knowledge, Skills, and Abilities:	
	<ul style="list-style-type: none"> • Intermediate skills in Microsoft Office (<i>Excel, Outlook, Project, and Word</i>) • Effectively communicate clearly and concisely; orally and written • Outstanding organizational and time management skills; strong ability to prioritize and manage multiple tasks, on multiple projects independently and efficiently. • Detail Orientation – Ability to successfully ensure accuracy of project documentation; ensure compliance with applicable laws and regulations. • Demonstrates an understanding when interpreting construction drawings, elevations, and contract documents. • Application of numerical and analytical skills • Ability to take initiative, work well under pressure, and work independently or under executive direction
Customer Service:	
	<ul style="list-style-type: none"> • Project a professional image in dealing with the public, internal and external clients, suppliers, and sub-contractors. • Ensure all contact with client is handled in a constructive, productive, can-do, problem solving approach, contributing for overall Customer Satisfaction • Supervising Roads Projects to an elevated level of service standards to meet customer requirements by ensuring the project is being conducted as projected and addressing any changes required.

Work Environment / Conditions:	
	<ul style="list-style-type: none"> • Fast paced work environment with tight deadlines • Travel to various work sites, as required • Company core business hours are Monday to Friday from 8:00 AM to 5:00 PM, hours may fluctuate.
Safety:	
	<ul style="list-style-type: none"> • Actively engage in Volker Stevin Canada’s safety culture. • Engage senior management on an ongoing basis regarding safety activities and successes. • Remain visibly committed to the safety excellence way of life by: <ul style="list-style-type: none"> ○ Participating in all relevant safety training. ○ Attend weekly safety meetings ○ Actively and positively participate
Position Requirements	
Qualifications & Experience:	
	<ul style="list-style-type: none"> • Currently working towards a Civil Engineering Degree or Diploma, returning to school in the fall • Other relevant education and heavy construction experience will be considered • Valid Class 5 Driver’s License; clean Driver Abstract (as per Company policy) • Keen attention to detail and an aptitude for problem solving • Outstanding organizational and time management skills; ability to prioritize tasks • Able to thrive in a high-volume, deadline-driven work environment • Ability to work independently as well as being part of a team • Intermediate skills in Microsoft Office (<i>Excel, Outlook, Project, and Word</i>) • Excellent verbal and written communication skills and an ability to build and maintain strong client relationships