

## **Mechanical Project Co-Ordinator**

Our Client is currently seeking a Mechanical Project Coordinator to coordinate the installation of HVAC, Plumbing and Drainage, Controls, Sprinklers, Insulation, etc. for commercial and institutional construction. This is a salaried position complimented by a comprehensive benefit and bonus program, and an opportunity to grow based on performance. Our Client has trained some of the most successful Project Managers working in the industry today!

### **Skills / Qualifications**

- Excellent interpersonal and communication skills; both oral and written
- 5+ years directly related work experience with a proven track record
- Mechanical related post secondary degree, diploma, or Canadian trade certification, or significant experience
- Ability to work in a team environment, report to the Project Manager, and complete tasks as assigned.
- Ability to meet multiple deadlines, and handle multiple tasks within a high-pressure work environment.

### **Key Responsibilities**

- Coordinate completed design drawings and contracts in place with mechanical, electrical and building control systems.
- Review and coordinate shop submissions
- Inspect the progress of work in the field on a daily basis
- Assist in implementing the company safety policy and assist in ensuring the trades carry out their work safely.
- Schedule the installation of equipment, start up systems and final commissioning
- Direct the trades in the field as required to complete the work, coordinating the same as the Project Manager and Site Superintendent .
- Prepare deficiency lists and ensure corrective work is carried out.
- Coordinate tie-ins of systems to adjacent buildings
- Coordinate and attend training sessions
- Ensure that all of the above are carried out as required to meet LEED objectives

If you would like to learn more about this exciting opportunity please forward your resume in strict confidence to our Mechanical/Electrical Business Manager:

Nicholas Di Pede  
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