

## **Construction Coordinator**

Pathways is looking for a unique leader who can combine project management and construction experience and skills with a desire to help people create new beginnings with new possibilities. This individual will manage a social enterprise construction business, *Build Works*, to budget and timelines while also leading and coaching people. The construction coordinator will direct and lead commercial and residential construction and renovation projects while coaching and guiding the skill enhancement of participants, many of whom will be using these skills to create employment opportunities that will change their lives.

The successful candidate will bring more than 5 years of strong project management experience, a proven ability to direct construction projects to completion on time and within budget, excellent communication and interpersonal skills, and the ability to do, as well as teach. You will have experience in construction and renovation, along with certification in construction technologies or a licensed trade

### Accountabilities

- Provide leadership and oversight to ensure success of Social Enterprise
- Train, coach and develop staff in construction and renovation skills
- Plan, organize and manage all construction projects within timelines and budgets
- Plan and prepare construction schedules and milestones
- Monitor progress against established schedules
- Liaise with all trades and subcontractors to ensure quality, accuracy and completion of jobs
- Report regularly on project progress, issues, and budget
- Negotiate all changes to projects and budget and make recommendations citing all impacts to plan and budget
- Manage all staff to ensure performance against outcomes

### Knowledge, Skills and Abilities Required

- A solid background in building techniques and construction management
- Knowledge of construction methods, materials, and regulations
- An understanding of engineering, architectural and other construction drawings
- Ability to supervise and coach construction staff in all aspects of general construction methods and techniques
- 5-6 years experience as a project manager in the construction/engineering sector
- Strong leadership, interpersonal, and communication skills and the ability to deliver difficult messages with composure
- Experience in renovation of heritage buildings, carpentry and wood buildings is an asset.

- Diploma or certificate in construction technologies or a skilled trade is considered an asset

Please send your cover letter and resume, **including your salary expectations**, to [jobs@pathways.on.ca](mailto:jobs@pathways.on.ca), with *Build Works* in the subject line. Pathways is an equal opportunity employer and welcomes all applications, however, only those individuals chosen for interviews will be contacted. Posting closes March 10, 2017.