



Contract Administration Group (CAG/Field Inspection Manager)

Come work at a rapidly growing engineering firm that is staffed with industry experts, has great benefits, and prides itself on developing our people.

The Company

Planview Utility Services Ltd. is an engineering firm that provides engineering design, sub-surface investigation and geographical information related services to telecommunication companies and electric utilities. Our workforce is a mix of veterans of the industry and youthful enthusiastic technical resources. We have pride in our collegial culture and host multiple regular corporate sponsored social activities. Our embrace of the use of technology plays a large part in our success.

The Position

This position has been created to facilitate further support and communication with our clients. As our client's project management model has changed and as Planview Utility Services Ltd. continues to grow, it has been recognized that there is an opportunity to support our client with the supply of contract personnel for their Construction Administration Group(CAG). Creation of contract and internal reporting models are required. Ensuring we deliver consistent customer service, quality control and process support for both our Inspection Services team and for our customers. Position responsibilities and accountabilities consist of a hybrid model of inspection services and customer administration management.

Responsibilities

- o Reports to the Program Manager-Inspections within Planview USL and our clients representative Manager
- o Will act as the initial single point of contact for our client on issues that require immediate attention or escalation.
- o Shall work directly with our client's team on matters of resolving design variances, public and customer concerns in a timely and professional manner.
- o Reviewing and scheduling projects for civil vendors to meet committed schedules.
- o Ensure network plans and all municipal consents are available for vendors well in advance of start dates
- o Conduct field inspections, analysis and observations of telecom construction work in a specific geographical area with respect to the Inspection Contract. The Construction Administrator will work to ensure that all reporting mechanisms are being adhered to and that specific information as related to each project is being communicated to our client in a detailed, timely, and consistent manner.
- o The Construction Administrator will attend to the preliminary site visits prior to construction to confirm scope of work and identify any job constraints, road blocks or hazards.
- o Will follow up on final restoration inspection (including spring clean-up when required.)
- o On behalf of the client the Construction Administrator will work to control extra charges as may be submitted by the construction vendor. Also ensuring that customer quality expectations and client deliverable dates are met.
- o Will ensure that all modifications are captured to a project and has documented (in writing) with the reasons for the deviations, work stoppages, design changes, etc.

Planview Utility Services Ltd.

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- The Construction Administrator will ensure that all associated inspection checklists are filled out and in hand while on site, as the project progresses.
- Will conduct inspection of “infield” design drawings to ensure redline mark-up of corrections/changes are being performed immediately and directly on the work plans so the “as-constructed” designs can be produced.
- Working with our client’s management and customers team, the Construction Administrator will seek to further enhance Planview’s methodologies and to further develop operational efficiencies.
- Material Management – ensuring all material is available for civil vendors
- Interfacing with designers and vendors on field design problems and status
- Ensuring monthly updates provided to our client
- Available for site meetings with designers, Municipalities, vendors etc.
- Validate invoicing from all vendors
- Ensuring budgets and forecasts are adhered to
- Other activities may also be required

Requirements

- Post-Secondary education in telecommunications, civil engineering or a related field. CET would be an asset.
- Working knowledge of Telecommunication Aerial and Underground designs, drawings, and specifications
- Adhere to all applicable Health & Safety regulations, in accordance with legislation and related company policy
- Proficient in Microsoft Office Suite
- Good analytical skills and good judgment
- Excellent spoken & written communication skills
- Working knowledge of AutoCAD is an asset
- Able to operate effectively in a fast-paced and highly energetic environment
- Self-motivated with the ability to take initiative and resolve problems independently; monitors own quality of work
- Capable of working under pressure, sense of urgency, self-motivated
- Valid G license and clean driving abstract
- Must be willing to work outdoors in all weather conditions

The Location

Planview Utility Services Ltd. has 3 offices – Markham, London and Ottawa. Our clients and their projects will be based in the Newmarket Ontario area.

Why You Should Apply

If you like to work as a part of a team, work alone, travel, contribute to infrastructure builds, work outdoors, receive competitive compensation, and be trained in current practices, then you should apply.

Note

Planview Utility Services Ltd is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Planview Utility Services Ltd will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.