



MANITOBA METIS FEDERATION INC.

CONSTRUCTION COORDINATOR

April 2, 2019

Posting #19-007-13

The Manitoba Metis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill one (1) full-time Construction Coordinator position within our Housing Department located at 150 Henry Ave in Winnipeg, MB. Reporting to the Director of Housing, the Construction Coordinator will plan, schedule, coordinate, oversee, control and evaluate Housing construction projects from start to completion. This incumbent's time will be spent in the office and on construction sites.

Job Duties/Competencies:

- Oversee, coordinate and monitor all approved construction projects relating to Housing;
- Prepare and monitor project budgets, estimates, cost-analysis and control, and provide recommendations;
- Prepare and monitor project schedules and change order administration ensuring deadlines are met on budget;
- Prepare and monitor contracts, negotiate revisions, changes and additions to contractual agreements;
- Monitor contractor and consultant activities, quality assurance and quality control, and site-safety is sustained;
- Liaise with contractors, subcontractors, construction workers, and internal and external stakeholders;
- Create and update list of contacts and master construction schedule;
- Prepare and distribute documentation required for projects in-office and on-site;
- Assist with ordering building materials and supplies for construction site;

Skills and Qualifications:

- Post-secondary education in Construction Management, Building Science, Civil Engineering, Architectural Technology or related discipline;
- Minimum of three years' experience in a Construction Coordinator role with two years on-site construction experience;
- A minimum of five years direct experience in lieu of education may be considered;
- Knowledge of contracts, tenders, and safety and health legislation;
- Proficient in Microsoft Office: Word, Excel, Outlook;
- Excellent time management, interpersonal and communication skills with the ability to build and maintain positive relations with a wide variety of individuals and groups;
- Ability to thrive in a fast-paced, multi-tasking environment, both in-office and on-site locations;
- Ability to work with minimal supervision, with a team and the public;
- Experience working for a not-for-profit organization is an asset;
- Knowledge of Metis culture and MMF programs and services; and
- Valid Manitoba Driver's license with access to a reliable vehicle.

Preference will be given to qualified Metis applicants. Applicants are encouraged to apply and self-identify on their cover letter/resume. Remuneration is based on education and experience. We offer a competitive benefits package which includes but not limited to: health and dental, life insurance, short term and long term disability as well as a pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

Please forward a cover letter and resume by Tuesday, April 16, 2019. We thank all who apply; however, only applicants selected for an interview will be contacted.

MMF Finance & Human Resources Department
300-150 Henry Ave, Winnipeg, Manitoba R3B 0J7
Email to: resumes@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.