

Project Administrator

Field

- Set up and maintain Field Offices for City and Goldie Mohr Ltd. Staff
- Regular site visits to collect paper work and document/photograph work being done on site

Contract Administration

Maintain field copies of plans, specs and locates

Monitor and completion of inspection forms for:

- Erosion and Sediment Control
- Traffic Control Plans
- Species at Risk
- Permit to Take Water

Payroll

Collect and enter into Build2win:

- employee time cards

AP

Collect and enter into Build2win:

- hired equipment time cards
- rented equipment packing slips
- small tool purchases
- material purchases

Health and Safety

Review subcontractor H&S Programs

Review Site Specific Safety Plan

Project safety inspections and reporting

Site inspections

Tailgate talks

Accident reports and property damage claims

Deliver MOL Notice of Project and MOL Form 1000's to Foreman

Job Cost and Payroll

Review Field Log submissions