



4912 Hart Highway | Prince George, BC V2K 3A1  
[www.equityplumbing.ca](http://www.equityplumbing.ca)

Equity is looking to hire a new Project Coordinator to add to its growing team based out of our office in Prince George

**Description of Position and Responsibilities:**

- Work with Clients, Project Managers, Consultants and Suppliers to coordinate and the installation of Plumbing, HVAC and Fire Protection in Commercial and Institutional buildings
- Assist Construction Manager (CM) with Office and Field Coordination of existing and upcoming projects.
- Order parts and materials for installation, submit shop drawings for approval if necessary (Issue PO's to Supplier and Sub trades)
- Review and manage of Field Installations when necessary some travel and out of town work may be necessary
- Review and approve Field staff time cards for Payroll
- Review and approve Supplier and Sub trade Invoices for Payment
- Schedule Work, Collect time cards and all required documentation to submit for invoicing. Draft DFA's for CM review
- Draft ITP plans and have reviewed by CM prior to submission to Owner or Safety Authority
- Close out project and provide Owner demonstration and training if necessary, and submit turnover package
- Draft and submit RFI's and CCN's. Go to site and meet with Client. Review site conditions and clarify Work Scope for pricing
- Assist in drafting project schedules with Project Forman and Subtrades
- implement safe work procedures for Field work and inforce Equity Health and Safety Program
- Draft Monthly Project Progress invoices for projects

**Qualifications:**

- Red Seal ticket or Engineering Diploma or Degree
- Minimum 5 years relevant work experience
- On the Job training and courses will be provided to the successful candidate
- Project Management and Estimating Training an asset