



Make working for
The City work for you.



Interior Construction Administrator

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs, and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As an Interior Construction Administrator, you will be part of a dynamic and talented team responsible for delivering interior construction projects for the City of Calgary. Reporting to the Leader of Workplace Solutions, this position directs day to day progress of several projects and provides planning, project coordination, financial and construction managements skills to the Workplace Solutions division. Primary duties include:

- Develop construction schedules, planning resources and update project budgets based on quotes through consultation with various City (City of Calgary) Business Units and private contractors.
- Lead regular project contractor site meetings, report project status and related issues directly to the project stakeholders to ensure project progress.
- Receive construction drawings and ensure construction project delivery.
- Manage contracts including establishment of preliminary estimates, procurement of contractors in compliance with supply management processes and ensure contracts are fulfilled according to scope and invoices coded correctly for processing by the accounting department.
- Complete building permit application, submittals, inspections and closing permit according to Planning & Development Services (PDS).
- Perform project inspection and documentation including monitoring and enforcing contractor safety and environmental compliance.
- Process requisition and purchase order documentation, produce construction budgets and monitor in accordance with estimates and quotations.
- Maintain and distribute official project documentation.
- Provide accurate and meaningful input in developing construction and financial processes, input includes knowledge of effective organizational processes and knowledge of interior construction.
- Mentor new employees on current processes and implement training of new processes.

Qualifications

- A completed 2-year Diploma or Certificate with at least 3 years' experience in construction business administration and/or construction coordination related type duties; OR
- A completed Journeyman Trades Certificate recognized by Alberta Apprenticeship and Industry Training Board with at least 5 years' experience in construction.
- Broad understanding of project coordination in interior construction systems, including architectural, mechanical, and electrical is required.
- Knowledge of OH&S (Occupational Health and Safety) and environmental legislation is an asset.
- Strong problem solving, organizational, communication, project coordination, leadership and facilitation skills are essential.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: 1 Permanent
Compensation: Pay Grade 9 \$37.79 - \$50.55
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Facility Management
Location: 800 Macleod Trail SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: March 15, 2024
Job ID #: 309394

Apply online at www.calgary.ca/careers