

DUZ CHO CONSTRUCTION

Box 28
4821 South Access Road Chetwynd, BC
V0C 1J0
TEL: 250-788-3120



Survey Coordinator

Duz Cho is seeking a highly capable and adaptable Survey Coordinator to support our growing portfolio across the Mining and Oil & Gas sectors. This role is critical to ensuring accurate project execution through survey control, machine control management and technical support to project teams. During slower periods, this role will integrate with project teams and support Project Managers performing various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and handling financial queries. To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with clients and internal teams to deliver results on deadlines.

Employees are expected to support and participate in a "culture of safety", adhere to and be ambassadors of Duz Cho's Code of Conduct and Values, act professional and amicable, and to treat others with dignity, respect, and fairness.

Duz Cho is a 100% Indigenous owned company, with ownership belonging to McLeod Lake Indian Band. The successful candidate will have a deep understanding of the diverse cultures and histories of local Indigenous communities. They must have demonstrated experience in applying Indigenous knowledge in a professional setting, adhering to cultural protocols, and working with a culturally safe approach. Knowledge of the Truth and Reconciliation Commission of Canada (TRC) Calls to Action and a commitment to advancing reconciliation are essential.

Ultimately, the Survey Coordinator's duties are to ensure that all projects survey requirements are met and built to design specifications.

Responsibilities

- Coordinate and perform project layout to support construction activities.
- Manage and maintain GPS machine control systems (Topcon and Trimble).
- Oversee inventory, setup and functionality of survey and machine control equipment.
- Troubleshoot technical issues related to survey equipment and machine control systems.
- Ensure all projects are equipped with accurate, up to date working files.
- Implement and manage design updates and revisions as required in the field.
- Provide drafting support, including surfaces, alignments and as-built data preparation.
- Perform quantity calculations to support project tracking, progress reporting and client payment applications.
- Work closely with project teams to validate quantities for cost control and billing accuracy.
- Preparation and delivery of as-built documentation.
- Perform detailed quantity takeoffs from drawings and models to support estimating and project planning.
- Liaise with clients to identify and define requirements, scope and objectives.
- Assisting with general Project Coordination duties, supporting tracking, reporting, and document control.
- Ensure compliance with contract documents, IFC drawings, specs and standards.



- Coordinate and track inspection test plans (ITP).
- Review and manage quality documentation including ITPs, test results, material certifications and as-built records.
- Identify, issue and track non-conformance reports (NCRs).
- Monitor project progress and bring forward any issues that arise;
- Ensure standards and requirements are met through conducting quality assurance tests.

Requirements and skills

- Proven work experience of 5+ years with GPS machine control systems.
- Experience with Topcon and Trimble GPS systems.
- Strong understanding of survey practices and construction layout.
- Strong problem-solving skills and ability to troubleshoot in the field.
- Proficiency in drafting and design, AutoCAD Civil 3D.
- Highly organized, with the ability to manage multiple projects simultaneously.
- Team orientated with willingness to step into project coordination roles as needed.
- Previous experience in project management and QAQC considered an asset.
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans;
- Solid organizational skills, including multitasking and time-management.
- Strong working knowledge of Microsoft Programs.
- CET or Graduate of Geomatic related courses is a plus.

Rate \$35 - \$42 / hr pending on experience.