



Project Coordinator

The Organization

Winnipeg Airports Authority (WAA) is a community-based, non-share capital corporation responsible for managing, operating, maintaining, and investing in Winnipeg Richardson International Airport. WAA's vision is to lead transportation innovation and growth. With our community, we provide excellent airport services and facilities in a fiscally prudent manner. Delivering on our core values of Respect, Integrity and Service Excellence.

As a perennial "Top Manitoba Employer", WAA prides itself as an organization that attracts engaged employees with the right skills, in the right place, and at the right time. <http://www.waa.ca>

Salary: Band 6 (\$78,107 - \$87,535)

Closing Date: November 30, 2022

The Opportunity

Reporting to the Director, Airport Planning and Infrastructure or a Project Manager, the **Project Coordinator** will work within the Airport Planning and Infrastructure Department to provide project planning, implementation and management of civil, structural, architectural and specialized airport infrastructure projects. The Project Coordinator will:

- Provide direct field supervision and engineering support for airport capital projects and airport operations;
- Coordinate the work of contractors, consultants, service providers and internal WAA staff.
- Provide recommendations, advice and technical support on facility maintenance activities and project planning;
- Interpret construction drawings and specifications;
- Develop and produce technical drawings and specifications for assembly of tender packages.
- Prepare schedules for assigned project works.
- Ensure compliance with regulations, laws, rules, specifications and procedures set forth by governing bodies;
- Communicate, schedule and organize actions with internal and external parties;
- Be responsible for performance of construction site inspections, site layout, and quantity measurements;
- Collect and process survey data with use of robotic total station, level, GPS and Lidar;
- Perform ongoing inspections and report on WAA materials inventory;
- Provide engineering assessments and technical support;
- Produce, update and maintain technical documentation for airport publications.
- Produce designs for airport, civil and municipal infrastructure in AutoCAD Civil 3D;
- Perform variety of field and office duties as directed by project managers;
- Coordinate underground utility locates for airport utility infrastructure;
- Interact and effectively communicate with project staff, contractors, consultants and the public;
- Work independently and within a team environment;



Requirements:

- Degree in Civil Engineering or diploma in Civil Engineering Technology and a minimum of 5 years direct work experience; Civil, Municipal Engineering, or Geomatics Technology is preferred;
- Minimum designation of Certified Engineering Technologist (C.E.T) or Engineering Interim (EIT) (WAA will support the licensure and assist any new EIT in obtaining a Professional Engineer (P.Eng.) status.
- Experience in engineering design, quality control practices, or project management/coordination;
- Knowledge of airport specific engineering practices, construction, rules and regulations is considered an asset;
- Extensive knowledge of specifications, regulations, codes and by-laws;
- Advanced computer, mathematical, technical and problem solving skills;
- Demonstrated AutoCAD Civil 3D drafting and municipal infrastructure design as well as advanced surveying skills with Total Station and GPS equipment is preferred;
- Knowledge of civil infrastructure, pavements and infrastructure systems, including building architectural, electrical, mechanical, or structural systems;
- Ability to work under high pressure situations within tight deadlines and budgets;
- Ability to lift heavy objects and work in extreme hot/cold conditions for extended periods;
- Must possess and maintain a valid Class 5 Manitoba Driver's License;
- Condition of employment is the ability to obtain an Airport Restricted Area Identification Card (RAIC) and an airside vehicle operators permit (D-AVOP) with radio telephone operator's restricted certificate (Aeronautical);

Selection Criteria:

- Minimum of 5 years direct work experience;
- Ability to perform AutoCAD Civil 3D drafting and municipal infrastructure design is preferred;
- Experience in the heavy construction industry;
- Strong computer skills and experience working with Microsoft Office (Word, Excel, Outlook, Project, PowerPoint), Adobe Pro and Autodesk CADD applications;
- Excellent verbal and written communication skills;
- Must have excellent interpersonal skills and a willingness to work in a team setting;
- Ability to manage time effectively;
- Knowledge of Transport Canada Aerodrome Standards (TP312), Airport operations and maintenance procedures will be considered an asset;

Work with us!

- Highly competitive salary;
- Full Benefits package of Health, Dental & Vision;
- DC Pension Plan;
- Healthcare Spending Account to use on additional benefit expenses;
- Lifestyle Spending Account to use on Wellness expenses such as health and fitness;
- Employee Assistance Program;
- Supported Training & Development opportunities;
- Opportunity to work with a high functioning team of professionals working on a diversified portfolio;



WINNIPEG
AIRPORTS AUTHORITY

- Awarded Canada's Top Employer of 2021; and
- Awarded Manitoba's Top Employers 10 consecutive years.

Condition of employment is the ability to obtain and maintain an Airport Restricted Area Identification Card.

WAA is an employment equity employer; aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to self-declare in their application.