Field Reviewer – Mechanical/Electrical

About Us and Our Integrated Approach

WalterFedy has big plans for growth and we need the best talent to make it happen. We are established enough to have deep local roots yet nimble enough to aggressively pursue our bold goals. We believe that investing in our talent is critical to achieving these goals.

At WalterFedy we believe in True Teamwork. We have architects, civil engineers, electrical engineers, mechanical engineers, structural engineers, tradespeople, construction managers, energy management specialists, and facility management specialists under a single roof and we are an industry leader in our approach to integrated building services.

Role Overview

The Field Reviewer is responsible for the overall compliance and interpretation of contract documents, the enforcement of a high standard of quality and providing the continuous and timely flow of required project documents from acceptance of tender to close-outs. These project documents include, but are not limited to: tender evaluations, letter of intent, contract preparation, start-up meeting minutes, shop drawing flow, request for information, proposed changes, supplemental instructions, change orders, progress draws, field reviews, deficiency reviews, close outs and sign off letters. We have found that Tradespeople and Trade Project Managers make great Field Review staff after years in the field they are able to bring their experience to our projects.

What You Will Do

- Participate in pre-qualification and bidding process.
- Participate in Quality Assurance (QA) reviews to ensure constructability is incorporated into the design.
- Assist in the preparation of Letter of Intent and CCDC documents.
- Schedule, chair and prepare minutes of start-up meetings with contractors.
- Review with the Project Manager, the intent and scope of project design and documents.
- Attend bi-weekly site meetings.
- Provide bi-weekly field reviews during the project.
- Provide a fair and unbiased interpretation of the contract documents.
- Monitor the quality of workmanship throughout the project.
- Work closely with Contract Coordinator to provide adequate and timely information throughout the project.
- Assist the Project Manager/Design Team in the preparation of PC's, SI's and RFI's.
- Mentor and work with the design team disciplines to address project design and issues.
- Provide deficiency reviews prior to issuing substantial completion certificate.
- Prepare and issue project sign-off letter.
- Collect, review and issue close out documents.
- Schedule and participate in the one year warranty walk-thru.
- Ensuring project requirements are met, including site visits, cost monitoring and project closeout
- Develop strong relationships with design and project management teams to ensure best solutions can be found
- Liaison between contractor and owner.
What We Need

- Minimum of 5 years' experience in construction, site supervision and/or field review and contract administration role for mechanical services.
- Previous experience as a licensed plumber or sheet metal installer would be a strong asset.
- Diploma or certification in architecture, construction and engineering technology (ACET) would be considered an asset.
- Excellent oral and written communication and analytical and organizational skills
- Ability to work effectively as a member of contracts team and build effective relationships with internal and external customers.
- Customer focused, with the capability to resolve complex contracting issues with win-win solutions while meeting company requirements and design intent.
- Previous experience in Revit is considered an asset but is not mandatory.
- Previous experience with a Project Management program is considered a strong asset.

What We Offer

- Competitive salary plus performance based bonus.
- Three weeks’ vacation.
- Reimbursement of annual dues for professional organizations.
- Employee referral program.
- Employee social club – employees attend a variety of recreational and cultural events.
- Strong volunteer outreach to the community – we volunteer with Habitat with Humanity, Nutrition for Learning, and many other organizations.

Working Conditions and Safety

Standard hours are Monday to Friday, 8:00am – 4:00pm, and some overtime hours may be required from time to time. Ability to travel away from the office is required to assist and attend on-site project meetings. A driver's license and reliable vehicle is a must.

In this role you will work within the company safety policies and procedures, and adhere to any applicable federal or provincial legislation.

Why Join Our Team?

We offer challenging and rewarding careers, and are committed to integrity and business ethics, with safety as a top priority. We promote a healthy balance between our employees' professional and personal lives, taking time to appreciate our work and celebrate our achievements. To learn more about our company visit our website at: www.walterfedy.com/firm/about

How to Apply

Please email hr@walterfedy.com with your cover letter and resume, indicating the position you are applying for. Also, visit our website for other career opportunities: www.walterfedy.com.

If you are an applicant with disabilities and require accommodations, please let us know at the time of contact and provisions will be arranged.

Thank you for your interest in WalterFedy!
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