

JOB FAMILY	POS CODE	POSITION	EDUCATION & EXPERIENCE	DESCRIPTION OF RESPONSIBILITIES
Vice President	10510	CONSTRUCTION VICE PRESIDENT	Engineering Degree with 20 years experience in managing construction operations units.	Responsible for achieving the expected business plan and financial results for the Division or Region, Provides overall direction, leadership and management of the operations of the Division or Region, implementing plans and policies to achieve overall corporate objectives. Typically manages several general managers, project directors or operations managers. May manages proposal development and negotiation for major projects.
General Manager	10520	CONSTRUCTION GENERAL MANAGER	Engineering Degree with 15-20 years experience in large scale construction projects.	This is a senior management position for very large and/or multiple (total over \$1 billion) projects. Provides overall management direction for project planning, scheduling, resources and budget tracking for all segments of construction projects. Oversees project management strategies for engineering design, procurement, tender process, contract negotiations and award, and commissioning. Monitors construction and financial activities through direction of project management.
Project Directors	10100	SR. CONSTRUCTION PROJECT DIRECTOR	Engineering Degree with 15-20 years experience in large scale construction projects.	This is a senior management position for very large or multiple (total over \$500 million) projects. Provides overall management direction for project planning, scheduling, resources and budget tracking for several large construction projects or segments. Establishes project management strategies for engineering design, procurement, tender process, contract negotiations and award, and commissioning. Monitors construction and financial activities through administrative direction of on-site managers.
	10300	CONSTRUCTION PROJECT DIRECTOR 2	Engineering Degree 15-20 years in large scale construction projects.	This is a senior management position for large or multiple (total \$200 – 500 million) projects. Provides overall management direction for project planning, scheduling, resources and budget tracking for major construction projects. Establishes project management strategies for engineering design, procurement, tender process, contract negotiations and award, and commissioning. Monitors construction and financial activities through administrative direction of on-site managers.
	10320	CONSTRUCTION PROJECT DIRECTOR 1	Engineering Degree 12-15 years in large scale construction projects.	This is a senior management position for major or multiple (total \$100 – 200 million) projects. Provides overall management direction for project planning, scheduling, resources and budget tracking for major construction projects. Establishes project management strategies for engineering design, procurement, tender process, contract negotiations and award, and commissioning. May monitor construction and financial activities through administrative direction of on-site managers.
Project Managers	10500	SR. CONSTRUCTION PROJECT MANAGER	Engineering Degree with 10-15 years experience in major construction projects.	This is a site Construction Project Manager responsible for developing plans to achieve project milestones and minimize costs for major projects or components (total \$50 – 100 million). Establishes construction infrastructure and monitors critical path schedules. Provides design office construction input to project execution plans.
	10700	CONSTRUCTION PROJECT MANAGER 3	Engineering Degree or Technical Diploma with 8-12 years in large project construction projects.	This is a site Construction Manager responsible for developing plans to achieve project milestones and to minimize costs for medium sized projects or components (total \$25 - 50 Million). Establishes construction infrastructure and monitors critical path schedules. Provides design office construction input to project execution plans.
	10900	CONSTRUCTION PROJECT MANAGER 2	Engineering Degree or Technical Diploma with 5-10 years in large project construction projects.	This is the site Construction Manager responsible for developing plans to achieve project milestones and to minimize costs for projects or components (total \$10 - \$25 Million). Monitors construction infrastructure and critical path schedules.
	10950	CONSTRUCTION PROJECT MANAGER 1	Engineering Degree or Technical Diploma with 5-8 years in large project construction projects.	This is the site Construction Manager responsible for developing plans to achieve project milestones and to minimize costs for projects (under \$ 10 Million) range. Monitors construction infrastructure and critical path schedules.
	10850	PROJECT COORDINATOR (NEW)	Minimum of 5 – 8 years experience with a degree in engineering or equivalent experience.	Support field operations in all aspects including cost controls, planning, scheduling and estimating. Prepare and transmit submittals (drawings, materials, vendors) to client for approval. Write requisitions and purchase orders; follow up with suppliers and expedite deliveries. Monitor receiving, warehousing functions and material control. Provide leadership in safety and quality performance and ensure due diligence in client and regulatory compliance. Assist the Project Manager and Superintendent in the day-to-day duties of a project's administration.

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Superintendents	20500	GENERAL SUPERINTENDENT	Technical Trades certification with 20 plus years experience or equivalent.	Oversees total field construction effort to insure large project or several smaller projects are constructed in accordance with design, budget and schedule. May supervise and coordinate assistant superintendents. Manages all manpower, materials and equipment as per the projected execution plan including the coordination of field construction staff. Acts as a liaison with other departments to ensure the project schedule is met. Coordinates plans with field engineers to overcome any inconsistencies. Responsible for detailed direction of construction specifications, budgets and schedules.
	20600	SR. CONSTRUCTION SUPERINTENDENT	Technical Trades certification with 15-18 years experience or equivalent.	Oversees total field construction effort to insure project is constructed in accordance with design, budget and schedule. May supervise and coordinate assistant superintendents or may supervise and coordinate trades. Acts as a liaison with other departments to ensure the project schedule is met. Coordinates plans with field engineers to overcome any inconsistencies. Responsible for detailed direction of construction specifications, budgets and schedules.
	20700	CONSTRUCTION SUPERINTENDENT	Technical Trades certification with 10-15 years experience or equivalent.	Oversees all aspects of field construction of small to medium sized projects or an area of larger projects including detailed direction of construction specifications, budgets and schedules. Acts as a liaison with other departments to ensure the project schedule is met. Monitors contractors, trades performance, progress, and productivity. Coordinates plans with field engineers to overcome any inconsistencies.
	20800	ASSISTANT SUPERINTENDENT	Technical Trades certification with 5-10 years experience or equivalent.	Assists in the coordination and planning of projects in a particular construction area. Monitors contractors, trades performance, progress, and productivity. Ensure construction complies with drawings and specifications.
Foremen	20920	CONSTRUCTION TRADES GENERAL FOREMAN (NEW)	Has 8 -10 or more years experience as a qualified and competent foreman, who is familiar with other construction trades.	Responsible for scheduling, workface planning, coordinating, supervising, assisting in cost control and ensuring the safety, consistent and fair application of all Labour Relations policies and procedures, proper apprentice training and productivity of crews at the workface who install/assemble components of industrial products and structures. Second level supervisor, providing supervision to other trades foremen. Overseeing the execution of the work, including quality and production, by ensuring that the crews work to job specifications and follow drawings, project policies and procedures.
	20940	CONSTRUCTION TRADES FOREMAN 2 (NEW)	Minimum 5 – 7 years experience as a qualified and competent tradesperson, who is familiar with other construction trades and crafts.	Provides leadership, schedules, coordinates, supervises and ensures the safety and productivity of larger crew at the workface who install/assemble components of industrial products and structures. Acts as management liaison and client interface. Participates in safety/incident investigations and reviews. Identifies needs and deficiencies in the plan/schedule and communicating these to the appropriate persons. Applies project procedures, worksite policies and collective agreement requirements. Also completes quality reports and required statistics.
	20950	CONSTRUCTION TRADES FOREMAN 1 (NEW)	Minimum 3 - 5 years experience as a qualified and competent tradesperson, who is familiar with other construction trades and crafts.	Provides leadership, schedules, coordinates, supervises and ensures the safety and productivity of a small crew at the workface who install/assemble components of industrial products and structures. Acts as management liaison and client interface. Participates in safety/incident investigations and reviews. Identifies needs and deficiencies in the plan/schedule and communicating these to the appropriate persons. Applies project procedures, worksite policies and collective agreement requirements. Also completes quality reports and required statistics.
Chief Construction Engineer	30100	CHIEF CONSTRUCTION ENGINEER	Engineering degree and 15+ years experience in major construction projects.	Responsible for managing several disciplines of engineers in a large project, such as Field Engineers, Mechanical & Piping or Electrical or Quality Control or Cost Schedulers. Establishes scope, manages planning, scheduling, cost control, and quality. Ensures project is constructed in accordance with design, budget and schedule and company/project policies.

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Project Engineers	30600	SR. PROJECT ENGINEER (SR. MGMT LEVEL)	Engineering degree in relevant discipline with 10-15 years construction & project mgt experience in major construction projects or Tech diploma with 15-20 years related experience.	Responsible for managing field engineering functions for a large project or a specific portion of a major project. Directs several professional and other groups engaged in interrelated field engineering responsibilities; or as an engineering consultant, achieving recognition as an authority in an area of major importance to the organization. Duties may include: Ensures project is constructed in accordance with design, budget and schedule, and company/project policies. Reviews, analyzes and resolves major and complex field construction problems/ discrepancies. Manages project plans, schedules, and estimates and cost controls for very large and complex projects. Reviews and evaluates technical work. Provides mentoring and coaching to other technical employees.
	30700	PROJECT ENGINEER (MGMT LEVEL)	Engineering degree in relevant discipline with 10+ years construction & project mgt experience in major construction projects or Tech diploma with 15+ years related experience.	Responsible for management and co-ordination for a medium sized project or a specific portion of a large project. Often provides in-depth technical knowledge in a specialized area or a broad range of projects. This involves: design, procurement, scheduling, production, transporting, installation, testing and commissioning of complex equipment. Guides project relative to budget and progress relative to project schedule, control estimates and company procedures. Ensures project is constructed in accordance with design, budget and schedule and company/project policies. May provide mentoring and coaching to other technical employees. Provides interpretation of plans, detail sheets, and specifications for contractors or craft supervision.
Field Engineers	30200	FIELD ENGINEER (SR. LEVEL)	Engineering degree in relevant discipline with 7-10 years experience or Tech diploma with 10-12 years related experience.	Responsible for preparing design, project controls and specifications, scheduling, production, transporting, installation, and testing and commissioning of equipment related to smaller units of projects. Performs in-depth analysis and interpretation & recommendations of technical solutions. Reviews, provides analysis, and resolves complex field construction problems and discrepancies. Provides interpretation of plans, detail sheets, and specifications for contractors or craft supervision. May provide work guidance to more junior technical staff within the scope of a specific project.
	30300	FIELD ENGINEER (WORKING LEVEL)	Engineering degree or Technical diploma in specific discipline with 4-6 years experience or Tech diploma with 6-8 years related experience.	Responsible for planning, scheduling and estimating design engineering effort on a small project or a portion of a larger project, from the completion of project design to the issuing of all drawings and specifications. Controls expenditures on projects. Prepares and updates engineering control documents. Monitors design changes and contract extras. Reviews, analyzes and resolves field construction problems/discrepancies. Provides interpretation of plans, detail sheets, and specifications for contractors or craft supervision.
	30400	FIELD ENGINEER (DEV. LEVEL)	Normally requires 2-4 years of construction engineering experience.	Reviews, analyzes, and resolves field construction problems/discrepancies. May have responsibility for planning, scheduling, and cost controls. Provides interpretation of plans, detail sheets, and specifications for contractors or craft supervision, using a variety of standard engineering methods and techniques.

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Surveyors	31100	PROFESSIONAL LAND SURVEYOR (SR. LEVEL)	Degree in Geomatics or Surveying Engineering plus 6+ years varied experience in land development surveys or equivalent combination of education and experience. ALS, BCLS, CLS, SLS, MLS commission (or a commission from another province).	Responsible for supervision, direction and control of land surveying services technically sophisticated, complex projects. Duties may include managing a variety of survey projects, including management of technical resources and people, gathers accurate land survey data to fulfill contract specifications, completes proposals, job costing, evaluation, and invoicing for a variety of projects, provides leadership in evidence evaluation, survey methodology, error identification, evaluation and removal to survey operations staff, accountable for safety polices and issues.
	31200	SURVEY PARTY CHIEF (SR. LEVEL)	Degree or diploma in Geomatics from a recognized technical school, with 3 – 5 years experience as a Junior Party Chief, or equivalent combination of education and experience.	Responsible for crew performing oilfield and legal surveying in the completion of large complex projects, through the application of technical knowledge and the optimal utilization of staff and equipment. Duties may include coordinates crew, coaches and mentors junior surveyors, provides directions on the safe operation of all types of survey equipment including Total stations, Data collectors, Static GPS, Differential GPS, RTK GPS, Precision Measuring Devices, records time sheets and equipment usage reports, ensure compliance with WCB regulations, company safety policies and communicate safety issues, ensure equipment and tools are well maintained and free of defects.
	31300	SURVEY TECHNICIAN/ ASSISTANT (WORKING LEVEL)	Completed courses in Geomatics from a recognized technical school plus 6 months to 1 yr related experience or equivalent combination of education and experience.	Responsible for assisting a Party Chief in performing oilfield, and legal surveying for all projects. Duties may include full use of all survey equipment, measures angles, distances competently, performs basic survey note keeping (without supervision), determines exact geographic locations by map and/or GPS, using more advanced survey skills, measure angles and distances, performs line locating techniques including stakes rights of way, post monuments, line locates, operates power saws and maintains operation.
Project Controls	60620	PROJECT CONTROLS DIRECTOR (SR. MGMT LEVEL)	Engineering degree with 15-20 years experience in Cost Engineering/ Estimating or Tech diploma with 20+ years experience.	Responsible for the strategic management of management of one or more project control functions (e.g. Estimating, planning, scheduling) for the company. Provides operational and financial direction and guidance to the unit through the Project Controls Managers. Establishes the company's strategy, policies, guidelines and procedures for the Project controls function(s).
	60600	PROJECT CONTROLS MANAGER (MGMT LEVEL)	Engineering degree with 10-15 years experience in Cost Engineering or Tech diploma with 15+ years of experience.	Responsible for the management of one or more project control functions (eg. Estimating, planning, scheduling) for the company or a major project. Oversees estimating, planning, and/or scheduling functions to ensure projects meet standards and target completion dates. Reviews and approves all project cost reports. Develops risk mitigation measures to ensure project control deliverables. This role could also be called Chief Estimator in some organizations.
	60700	PROJECT CONTROL COORDINATOR (SUPERVISOR LEVEL)	Engineering degree with 8-10 years experience in Cost Engineering or Tech diploma with 10+ years of experience.	Responsible for the planning & scheduling of project deliverables for a large project or several smaller projects. Responsible for on-site project control and monitoring and submitting information on master plan rollups. Coordinates the onsite work of scheduling, estimating and cost analysis reporting.

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Estimators	60100	CHIEF ESTIMATOR (NEW)	Engineering or related degree with substantial experience in estimating plus supervisory experience.	Oversees the development of various types of estimates from conceptual estimates for proposals and early conceptual studies, to detailed estimates for on going projects. Manages the overall quality and accuracy of the estimate such as: equipment and material pricing guidelines, material take-off allowances, escalation philosophy, and site labour productivity factors. Leads the development of the estimation group's overall strategic objectives, support and continued development of junior and intermediate staff and estimating standards, procedures and work practices.
	60150	ESTIMATOR (SPECIALIST LEVEL) (NEW)	Tech diploma with 8-10 years of construction estimating experience.	Coordinates the development of an estimating / cost forecasting and reporting program for large complex projects. Provides complete conceptual and final estimating input on complex work or complete total bid pricing. Resolves technical matters during negotiation and contract execution. Reviews estimate packages to insure accuracy and completeness. May supervise junior staff members.
	60200	SR. ESTIMATOR (SR. LEVEL)	Tech diploma with 6-8 years of construction estimating experience.	Prepares and/or coordinates full estimates on large projects. Provides conceptual and final estimating input on complex work or complete total bid pricing. Resolves technical matters during negotiation and contract execution. Reviews estimate packages to insure accuracy and completeness. May supervise junior staff members.
	60300	ESTIMATOR (WORKING LEVEL)	Tech diploma with 4-6 years of construction estimating experience.	Prepares bid packages, conceptual estimates, and analysis of subcontractor bids, etc., for projects of medium size and complexity, or for one particular discipline on large, complex projects. Interprets documentation, specifications, and design drawings to determine material costs. Interfaces with other functions, to provide engineering and cost data. Prepares final estimate summaries, analyzing each section for scope, pricing and completeness.
	60400	ESTIMATOR (DEV. LEVEL)	Tech diploma with 2-4 years of construction estimating experience.	Assists other Project control staff in routine work - developing and validating project cost estimates, project estimate reviews, revisions to reflect contract scope changes and extra work orders. Tracks project commitments and expenditures for technical personnel. Assists in preparing cost estimates.
Project Schedulers	61200	PLANNER/ SCHEDULER (SR. LEVEL)	Tech diploma with 6-8 years of construction scheduling experience.	Prepares complex engineering and construction schedules for major project proposals and projects and process. Maintains schedules on a current basis as well as ensuring proper timing, compatibility and competency of supporting schedules. Works closely with project management to improve performance in project planning and execution. May supervise junior staff members.
	61400	PLANNER/ SCHEDULER (WORKING LEVEL)	Tech diploma with 4-6 years of construction scheduling experience.	Uses project planning tools to prepare detailed engineering and construction plan or priorities schedules for projects. Maintains, updates, and analyzes schedules; identifies scheduling problems to appropriate personnel on a current basis. Prepares management reports and maintains progress measurement system.
	61500	PLANNER/ SCHEDULER (DEV. LEVEL)	Tech diploma with 2-4 years of construction scheduling experience.	Assists in the preparation of detailed engineering and construction schedules for project proposals and projects in process. Maintains schedules on a current base and ensures appropriate documentation is maintained. Prepares routine reports for management regarding project-scheduling activities.
Cost Controls	61610	QUANTITY SURVEYOR (NEW)	Post Secondary degree in Quantity Surveying or technical diploma in related area. Exposure to both civil and mechanical industrial projects is desirable. 8 – 10 years experience in Quantity Surveying field.	Responsible for overseeing the contracts and costs on construction projects from initial calculations to final figures. They seek to minimize the cost of a project while enhancing the value for money spend while achieving the required standards and quality. Duties include managing costs of new building projects and structures, undertaking cost analysis for repair and maintenance project work, assisting in establishing a client's requirements and undertaking feasibility studies and performing risk and value management and cost control.
	61600	COST CONTROLS (SR. LEVEL) (REVISED)	Tech diploma with 6-8 years cost experience in construction projects.	Coordinates the overall cost analysis activities on one or more major complex projects. Assumes responsibility for preparation, quality and accuracy of project cost reports. Acts as liaison with project management and clients on all matters relating to cost control. Makes periodic site visits to verify field costs. May supervise junior staff members.
	61700	COST CONTROLS (WORKING LEVEL) (REVISED)	Tech diploma with 4-6 years cost experience in construction projects.	Prepares control budgets and cost reports. Prepares estimates for contract scope change orders. Identifies cost control issues with/to project management staff. Likely specialized in software such as SAP.
	61900	COST CONTROLS (DEV. LEVEL) (REVISED)	Tech diploma with 2-4 years cost experience in construction projects.	Participates in the preparation of project cost reports. Monitoring man-hours and cost progress to establish trends and to assist in forecasting future costs. Initiates the preparation of estimates for contract scope changes or extra work orders.

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Procurement	70100	PROCUREMENT MANAGER	Post-secondary degree relating to purchasing management/administration plus P.Log. and PMAC certification and significant (10+) purchasing and or distribution experience.	Responsible for the development, implementation, and maintenance of centralized purchasing supplier performance, and inventory management procedures. Duties may include management and coordination of the flow of materials and equipment from acquisition to disposition, analysis of product, supply and value chains, analysis and management of product life cycle, manages the bid, contract negotiation, and service contract processes, develops and maintains long-term agreements or contracts with suppliers, establishing processes for continuous supplier development, preparation, monitoring, and administration of the annual operating and capital budget for department, management and supervision of department staff and budget.
	70200	BUYER (SR. LEVEL)	Post-secondary degree plus PMAC with 6+ years of purchasing experience.	Responsible for purchasing of specialized items requiring extensive knowledge and experience in specialty areas. Duties may include determine purchase requirements for a large portfolio of accounts by reviewing inventories and purchase requests Managing partnerships and alliances within client group, lead the bid, contract negotiation, and service contract processes for client area, manages more complex/technical procurement projects, monitors sales and approves major Purchase Orders, market analysis or competitive commodity price reviews.
	70300	BUYER (WORKING LEVEL)	Post-secondary degree in Business Administration with a minimum of 3 - 4 years of purchasing experience supplemented with PMAC Level II certification.	Responsible for purchasing a variety of items requiring knowledge of specific processes and equipment/. Duties may include coordination of specific buying needs through direct contact with company departments, provides specifications for items requested by departments, designs and maintains appropriate records for efficient operations, may provide supervision to junior level buyers and clerical support.
Logistics	70600	LOGISTICS MANAGER	Post-secondary education with 10-15 years experience in logistics for major construction projects.	Responsible for the overall logistics planning – forecasting, modeling, and inventory projections. Co-ordinates movement of material and equipment such as large cranes to fabrication facilities and the construction site. Includes movement and setting of heavy and oversized equipment such as reactors and other large vessels, pipe rack and equipment modules. Co-ordinates ocean, rail, and road transport and associated off-loading.
	70700	LOGISTICS COORDINATOR	Post-secondary education with 8-10 years experience in Logistics or Supply Chain Management.	Responsible for working closely with other logistics co-coordinators to ensure that all aspects of logistics are provided for, in project plans and schedules, and then to schedule and monitor the loading of all equipment and modules. Assists in developing and maintaining a safe transportation plan for the project.

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Equipment	70800	EQUIPMENT COORDINATOR	Typically requires 8-10 years of equipment maintenance experience. Mechanics/parts mgmt. training and working knowledge of inventory control systems.	Responsible for the organizing and inventory control of equipment required for all projects. Orchestrates equipment transfers between sites. Ensures that equipment is maintained regularly and repaired as required. Ensures that inventory is appropriate & accurate to meet project schedules. Verifies the defined standards for quality are met.
	70810	EQUIPMENT MANAGER (NEW)	10 or more years of related experience gained through increasingly responsible positions within equipment maintenance. Mechanics part mgmt training and working knowledge of inventory control systems.	Coordination, buying, selling and everyday maintenance of the company fleet. Ensures that equipment is maintained regularly and repaired as required, as well as reporting and managing of any incidents. Responsible for diversified analysis, reviewing, interpreting and advice on policies and procedures. May provide interpretation on exceptions to policies and procedures for internal or external parties, which may require developing solutions or recommendations on course of action.
	70820	HEAVY DUTY EQUIPMENT OPERATOR (NEW)	May require Class 1 or Class 3 license.	Operates heavy equipment such as backhoes, bulldozers, loaders and graders to excavate, move, load and grade earth, rock, gravel or other materials during construction and related activities. Duties may also include: performing daily safety and maintenance checks, cleaning heavy equipment as scheduled and/or required, ensuring heavy equipment is safely and securely stored.
	70850	HEAVY EQUIPMENT TRAINER 2 (REVISED)	Heavy Equipment License in good standing and 8 - 10 years experience operating heavy equipment as well as experience in technical instruction	Trains employees on the operation of heavy equipment according to company and legislative safety standards. Develops, implements, updates and maintains corporate training packages for heavy equipment operators. Coordinates with Health, Safety, and Environment personnel to ensure training packages and practices are in conformance with all applicable policies and regulations.
	70860	HEAVY EQUIPMENT TRAINER 1 (NEW)	Heavy Equipment License in good standing and 5+ years experience operating heavy equipment plus instructional training.	Trains employees on the operation of heavy equipment according to company and legislative safety standards. Implements training packages for heavy equipment operators. Coordinates with Health, Safety, and Environment personnel to ensure training packages and practices are in conformance with all applicable policies and regulations.
	70880	HEAVY EQUIPMENT MAINTENANCE PLANNER (NEW)	Requires minimum 5 years experience relating to maintenance planning with experience in construction with working knowledge of inventory control systems.	Develops, improves and maintains maintenance systems and processes to increase equipment availability. Provides Equipment Manager with timely planning/schedules and reporting. Improve and maintain all maintenance systems including development of weekly/monthly preventative maintenance schedules and procedures. Provides information to procurement for ordering parts, components, etc. for maintenance activities, to include forecasted needs for key items. Coordinates with vendors for warranty and service support.

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Safety & Environment	50120	TOP HEALTH, SAFETY AND ENVIRONMENT	Technical diploma with 15 years +in a construction HS&E management role, a majority of this experience on major construction projects. CRSP certified (Canadian Registered Safety Professional).	Responsible for the strategic management and effective performance of company wide safety programs. Identifies and establishes programs, guidelines and standards that support company business plans and that are compliant with all regulations. Deploys safety processes that demonstrate continuous improvement in safety stewardship. Contributes to the annual operating planning and corporate governance processes (audits, and reviews, compliance initiatives, government reporting and identifies best practice initiatives). Establishes key metrics that drive the effectiveness of the safety function across the company.
	50100	HEALTH, SAFETY AND ENVIRONMENT MANAGER	Technical diploma with 10-15 years in a refinery or plant construction HS&E management role, a majority of this experience on major construction projects. Typically CRSP certified (Canadian Registered Safety Professional).	Responsible for the overall development and implementation of the HS&E policies and programs throughout the detailed facility design procurement, and construction phases of a project or group of projects Oversees safety program for project and takes the lead in incident and accident prevention, investigation and analysis, ensuring audit compliance to work standards.
	50400	SAFETY COORDINATOR/ ADVISOR	Technical Diploma with 8-10 years experience in construction safety standards & practices in major construction projects. Typically CRSP certified (Canadian Registered Safety Professional).	Responsible for developing and supporting safety strategies, plans policies, and practices and procedures for on-site construction. Ensures on-site compliance and training to required procedures. Conducts work area surveillance inspections, air sampling test, employee contractor safety programs, etc. Accompanies safety, health, and insurance inspectors on walk-through tours. Documents all accidents, safety violations, unsafe conditions, etc.
	50200	FIELD SAFETY REPRESENTATIVE	Technical Diploma with 4-5 years experience in construction safety standards & practices in major construction projects. Enrolled in CRSP.	Responsible for administering the site safety procedures on construction sites. Conducts work area surveillance inspections, air sampling test, employee contractor safety programs, etc. Accompanies safety, health, and insurance inspectors on walk-through tours. Documents all accidents, safety violations, unsafe conditions, etc.
	50300	SAFETY SPECIALIST (NEW)	Post-secondary degree in business or related field, and familiarity with and procedures for construction site safety, regulations, emergency procedures and WCB requirements. A minimum of 10 years' related industry experience, with several Canadian Registered Safety Professional (CRSP) courses completed. Comprehensive knowledge of industry specific safety programs.	Designs processes and procedures to ensure high levels of safety for construction projects. Develops and implements best practices and methods for project safety, accident, and fire protection programs for the organization. Analyzes need and determines specifications for protective safety equipment, materials, and gear. Make recommendations on safety standards and procedures and assist in planning and managing major safety assurance efforts.

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Quality Control	50600	QUALITY MANAGER	Engineering Degree and 15+ years of experience with quality management programs in major construction projects or Tech diploma with 20+ years of experience.	Responsible for overall Project Quality Control. Ensures all QC requirements are in compliance, including inspection and testing of "in progress" and completed systems and installations. Performs audits on construction activities against contractor's QC plans. Maintains audits and surveillance records and follow ups. Accepts or rejects work/turnover packages.
	50700	QUALITY INSPECTOR 3 (REVISED)	Certification in architectural, structural, construction or engineering technology or related field with 8 years + experience in heavy construction. Knowledge of Occupational Safety and Health Administration and certified by the International Code Council (ICC/ICBO).	Responsible for ensuring adherence to quality assurance programs. Performs inspection and witnesses tests applicable to discipline to determine acceptability of work. Utilizes applicable procedures, codes, and standards to evaluate test and inspection reports, recommending acceptance or rejection. May technically direct, instruct, and train inspectors in assigned discipline. May participate as a member of an audit team.
	50710	QUALITY INSPECTOR 2 (NEW)	Certification in architectural, structural, construction or engineering technology or related field with 5 - 8 years experience in heavy construction. Knowledge of Occupational Safety and Health Administration and certified by the International Code Council (ICC/ICBO).	Inspects construction of buildings and related systems to ensure compliance with applicable building codes, contract documents and specifications. Observes work in progress to assure conformance with requirements and acceptable workmanship. Examines foundation, concrete, steel, masonry and a large variety of other complex and routing building system elements. Demonstrates continuous effort to improve operations, decrease turnaround times, and streamline work processes.
	50750	QUALITY INSPECTOR 1 (NEW)	Certification in architectural, structural, construction or engineering technology or related field with minimum 3 years of experience in heavy construction or related field. Knowledge of Occupational Safety and Health Administration and certified by the International Code Council (ICC/ICBO).	Inspects construction to assure compliance with contract documents, specifications and building codes. Reviews contract plans and specifications for compliance with project requirements. Resolves daily routine technical and administrative problems. Verify that QA and QC documents meet the requirements of contract specifications and provisions. Investigate problems identified by the contractor and consultant staff and make contract revisions as required. Assist senior construction inspectors in the determination of material bonuses and penalties.

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Field Office / Administration	40100	FIELD ADMINISTRATION MANAGER	Typically requires 10 or more years of experience and PMCP or CPA Level 3.	Responsible for planning and directing all administrative and accounting functions on assigned projects, which may include personnel, consumable material purchasing, cost control, receiving, etc. Directs and/or prepares payroll, accounts payable, reconciliations, back-charges, and field invoices. May direct office administrative staff.
	40400	FIELD PAYROLL COORDINATOR	Typically requires 5 or more years of experience and CPA Level 2.	Responsible for developing procedures. Supervises the preparation, documentation, and disbursement of all payroll cheques, payroll taxes, employee benefit payments, and related accounting entries. May supervise clerical personnel such as data entry and timekeepers.
	40430	FIELD PAYROLL ADMINISTRATOR	Typically requires 2-3 years of experience and course towards CPA or equivalent.	Responsible for the preparation, documentation, and disbursement of all payroll cheques, payroll taxes, employee benefit payments, and related accounting entries for field employees and/or contractors. Verifies all data entry and runs reports for internal and external use. Creates files for new employees.
	40500	SR. CONTRACT ADMINISTRATOR	Post-secondary education with 10-12 years of contract administration experience.	Responsible for the management of the contracts administration work for a large project or several smaller projects. Supervises contract administration processes and results. Develops and/or assists in the development of contract management activities, from the request for proposal to contract close-out. Participates in the contract reporting activities to management. Resolves problems involving high risk or high monetary cost to company. Develops procedures and systems and implementing corporate policies. Negotiates major contracts. Reviews and approves solicitation and analysis of bids on major contract awards.
	40550	SITE ADMINISTRATOR (NEW)	Business administration or related degree with minimum 3 years experience in a senior level administrative position with knowledge in business writing, drafting correspondence, minute taking, reports, etc.	Responsible for the production of documents, reports and presentation materials including data collection, analysis, data entry and reporting. Organize and arrange logistics and produce supporting materials for internal and external meetings. Complete administrative functions including filing, collation of expense accounts. Collection and routing of timecards to proper clients and collection of safety instruction cards.
	40600	CONTRACT ADMINISTRATOR	Post-secondary education with 10-12 years of contract administration experience.	Responsible for the management of the contracts administration work for a large project or several smaller projects. Duties may include: Supervises contract administration processes and results; Develops and/or assists in the development of Contract Management activities, from the request for proposal, to contract close-out; Participates in the contract reporting activities to management; Resolves problems involving high risk or high monetary cost to Company; Develops procedures and systems and implementing corporate policies; Negotiates major contracts; Reviews and approves solicitation and analysis of bids on major contract awards.
Electricians	80130	LEAD ELECTRICIAN	Typically has Journeyman (M/F) level Certification with 8+ years of construction experience.	Coordinates, leads and works with team members in meeting project schedule, specifying material requirements, tooling, subcontracting operations, inspection requirements etc. Ensures project objectives are met for safety, design, functionality, quality schedule commitment and cost reduction incentives. Works with Chief Construction Engineer and Field Superintendent to resolve issues with design, manufacturability or drawings and build sequence
	80140	JOURNEYMAN ELECTRICIAN	Typically has Journeyman (M/F) level Certification or equivalent experience with 3-7 years of construction experience.	Reads and interprets drawings and electrical code specifications to determine wiring layouts for installations. Assembles, installs, repair sand maintains electrical equipment and components. Tests continuity of circuits to ensure compatibility and safety of components. Troubleshoot s and isolates faults in electrical and electronic systems and removes and replaces faulty components, as required for each type of building.
	80150	ELECTRICIAN APPRENTICE	Typically has 1-3 years technical instruction with 1-2 years experience in construction projects.	Under the supervision of a Journeyman, lays out, assembles, installs, repairs, maintains, connect sand tests electrical fixtures, apparatus control equipment and wiring. Adheres to industry standards for installation, repairs and safety. Installs and maintains distribution and control equipment.

JOB FAMILY	POS CODE	POSITION	EDUCATION & EXPERIENCE	DESCRIPTION OF RESPONSIBILITIES
Welders	80230	LEAD WELDER	Typically has Journeyman (M/F) level Certification with 8+ years of construction experience.	Coordinates, leads and works with team members in meeting project schedule, specifying material requirements, tooling, subcontracting operations, inspection requirements etc. Ensures project objectives are met for safety, design, functionality, quality schedule commitment and cost reduction incentives. Works with Chief Construction Engineer and Field Superintendent to resolve issues with design, manufacturability or drawings and build sequence.
	80240	JOURNEYMAN WELDER	Typically has Journeyman (M/F) level Certification or equivalent experience with 3-7 years of construction experience.	Analyzes work orders, prints, and completed assembly; calculating requirements; studies metals; determining appropriate welding techniques. Verifies welding results by inspecting and testing welds. Documents actions by completing records. Maintains safe work environment by following procedures; complying with legal regulations. Keeps equipment operating by following operating instructions.
	80250	WELDING APPRENTICE	Typically has 1-3 years technical instruction with 1-2 years experience in construction projects.	Under the supervision of a Journeyman, performs welds of ferrous and non-ferrous metals in all positions, on both plate and/or pipe Have experience in blue print reading and use of measuring equipment. Ensures all components meet specifications using appropriate tools for verification.
Pipe Fitters	80330	LEAD PIPEFITTER	Typically has Journeyman (M/F) level Certification with 8+ years of construction experience.	Coordinates, leads and works with team members in meeting project schedule, specifying material requirements, tooling, subcontracting operations, inspection requirements etc. Ensures project objectives are met for safety, design, functionality, quality schedule commitment and cost reduction incentives. Works with Chief Construction Engineer and Field Superintendent to resolve issues with design, manufacturability or drawings and build sequence.
	80340	JOURNEYMAN PIPEFITTER	Typically has Journeyman (M/F) level Certification or equivalent experience with 3-7 years of construction experience.	Read and interpret blueprints and diagrams. Lays out, fabricates, assembles, installs, and maintains piping and piping systems, fixtures, and equipment for steam, hot water, heating, cooling, lubricating, sprinkling, and industrial processing systems. Conducts pressure test of system to assure pressure tight joints and proper circulation and flow. Diagnoses trouble and determines nature and extent of repairs.
	80350	PIPEFITTING APPRENTICE	Typically has 1-3 years technical instruction with 1-2 years experience in construction projects.	Under the supervision of a Journeyman, lays out, fabricates, assembles, installs, and maintains piping and piping systems, fixtures, and equipment. Conducts pressure test of system to assure pressure tight joints and proper circulation and flow. Adheres to industry safety standards.
Ironworkers	80430	LEAD IRONWORKER	Typically has Journeyman (M/F) level Certification with Red Seal and with 8+ years of construction experience.	Coordinates, leads and works with team members in meeting project schedule, specifying material requirements, tooling, subcontracting operations, inspection requirements, etc. Ensures project objectives are met for safety, design, functionality, quality schedule commitment and cost reduction incentives. Works with Chief Construction Engineer and Field Superintendent to resolve issues with design, manufacturability or drawings and build sequence.
	80440	JOURNEYMAN IRONWORKER	Typically has Journeyman (M/F) level Certification with Red Seal or equivalent experience and 3-7 years of construction experience.	Performs the fabricating, assembling and joining of the elements that are used in scaffolding, structural steel buildings, bridges and ornamental ironwork, as well as performing re-constructive work on existing structures. Erects structural steel components, installs pre-cast concrete, and reinforces steel. Installs conveyors, robotic equipment, and curtain wall.
	80450	IRONWORKER APPRENTICE	Typically has 1-3 years technical instruction with 1-2 years experience in construction projects.	Under the supervision of a journeyman, performs the fabricating, assembling and joining of the elements that are used in scaffolding, structural steel buildings, bridges and ornamental ironwork. Erects structural steel components, installs pre-cast concrete, and reinforces steel. Installs conveyors, robotic equipment, and curtain wall. May perform re-constructive work on existing structures.
Crane Operator	80640	CRANE OPERATOR (WORKING LEVEL)	Valid Occupational Certification or inter-provincial Red Seal. 3+ years experience in construction projects.	Services and operates the hoist and swing equipment. Performs pre-operational inspection, and calculates crane capacities and weight to prepare for rigging and hoisting. Coordinates project activities with construction superintendents. Performs routine maintenance work such as cleaning and lubricating cranes.

JOB FAMILY	POS CODE	POSITION	EDUCATION & EXPERIENCE	DESCRIPTION OF RESPONSIBILITIES
General Labourer	80740	SKILLED LABOURER (NEW)	Construction jobsite experience plus construction safety training.	Duties may include a wide variety of jobs using basic construction skills and/or operating some power equipment. Cleaning, preparation and maintenance of construction components. Identifying, distributing materials and equipment.
	80750	UNSKILLED LABOURER (NEW)	Limited or no experience.	Duties may include: Performing a variety of general labour tasks, assisting skilled trades people, digging and trenching, demolition and waste site removal, loading/unloading trucks, cleaning work areas.
Carpenters	80700	LEAD CARPENTER (NEW)	Typically has Journeyman (M/F) level Certification with 8+ years of construction experience.	Coordinates, leads and works with team members in preparing layouts, building foundations and operating power tools. Duties may include reading and interpreting blue prints, drawings and specifications and applying specialized skills in framing and form work.
	80730	JOURNEYMAN CARPENTER (NEW)	Typically has Journeyman (M/F) level Certification or equivalent experience with 3-7 years of construction experience.	Responsibilities include preparing layouts, building foundations and operating power tools. Duties may include reading and interpreting blue prints, drawings and specifications and applying specialized skills in framing and form work.
	80740	CARPENTER APPRENTICE (NEW)	Typically has 1-3 years technical instruction with 1-2 years experience in construction projects.	Under the supervision of a journeyman, prepares layouts, building foundations and operating power tools. Duties may include reading and interpreting blue prints, drawings and specifications and applying specialized skills in framing and form work.