

Job Description

Monument Geomatics is a multi-disciplinary firm with expertise in land development services. Located in Belleville, Ontario, Monument is made up of a team of engineers, architectural technologists, and surveyors who take pride in producing quality work and exceeding client expectations.

We are looking for a Construction Administrator with strong technical skills and knowledge of the building code to join our team. This is a permanent full-time position. The candidate will be working directly with the Lead Architect on a number of single family and multi-family projects within Northumberland County.

Responsibilities

- Perform field reviews to confirm general conformance with architectural drawings, specifications, and other contract documents as required
- Complete field review reports with site photos and a list of deficiency items
- Respond to RFI's
- Document change orders
- Prepare payment certification documents for review by the Lead Architect
- Assist with working drawings for building permit applications and for Site Instructions using AutoCAD

Required Experience/Qualifications

- 3+ years' experience with a focus on light wood frame residential projects
- Experience coordinating with builders and consultants and communicating with local municipalities
- Ability and interest in developing clear, thorough, and thoughtful construction documents and details
- Strong proficiency with AutoCAD software
- Experience in preparing detailed Contract Documents and detailing light wood frame construction
- Experience working with the Ontario building code, and local zoning bylaws

Successful candidates must be able to pass a police background check and obtain security clearance.

Competitive Wages based on experience. Comprehensive benefits package, RRSP matching and profit sharing.

Please email your resume along with cover letter to info@monumentge.com

Monument Geomatics is a majority Indigenous owned firm located on the traditional territory of the Wendat, Anishnaabeg, and Haudenosaunee Peoples and directly adjacent to the Kanien'keha:ka (Mohawk) community of Tyendinaga. We are a Certified Indigenous Business with the Canadian Council for Aboriginal Business (CCAB) and committed to strengthening Indigenous communities and building relationships between Indigenous and non-Indigenous businesses and communities.