

Project Coordinator - Calgary

At Volker Stevin, our Project Coordinators are integral to the success of every project, ensuring smooth operations and the delivery of safe, efficient, and high-quality construction. If you're eager to take on a role where teamwork, ingenuity, and attention to detail drive outcomes, we invite you to join our team. Together, we'll continue to set the standard for excellence in construction.

Reporting to the Project Manager, the Project Coordinator will assist in the execution of multi-disciplinary construction projects, including lift stations, structural concrete and steel, foundations, deep structure installations, plumbing and electrical, building and wall footings, and carpentry. The Project Coordinator will support the project by coordinating schedules, procurement, and subcontractor activities, ensuring alignment with project goals. This role will be involved in day-to-day operations, conducting inspections, tracking project progress, and providing updates on any issues or changes. The Project Coordinator will help facilitate communication with clients, subcontractors, and field teams, ensuring smooth project delivery and adherence to timelines.

How You'll Add Value

- Support and supervise the execution of various construction projects, including the construction of multiple lift stations and other multi-disciplinary works, ensuring alignment with defined project goals
- Assist in the coordination of negotiated jobs, collaborating constructively with clients, engineers, and subcontractors to drive successful project delivery and contribute to overall customer satisfaction
- Assist in the direction of project teams through clear communication, coordination, and follow-ups
- Establish project procedures aligned with contractual documents and the HSE Manual
- Ensure work meets industry standards and complies with applicable codes and specifications
- Track and support project schedules and budgets, ensuring alignment with defined objectives
- Conduct onsite inspections to assess conditions, risks, and activities beyond tender documents.
- Participate in onsite meetings with clients, stakeholders, sub-trades, suppliers, and team members
- Collaborate with field teams to ensure safe operations, steady project progression, and optimized service delivery
- Actively contribute to Volker Stevin Contracting's safety culture, promoting a safe and productive work environment

What You Bring

- Diploma or Degree in Construction or Engineering-related fields, or a trade ticket (carpentry preferred); a combination of relevant education and construction experience will be considered
- 1+ years of relevant work experience, particularly in heavy civil, process piping, mechanical systems, or lift station construction, in a project coordinator or supervisory capacity
- Strong commercial and building experience or oilfield experience considered an asset
- Experience coordinating negotiated jobs and engaging directly with clients and stakeholders
- Proficiency with Microsoft Office and experience with software such as InEight, Microsoft Dynamics 365, and Bluebeam is an asset

- Valid Class 5 Driver's License with a clean driver's abstract
- Flexibility to work extended hours, including overtime, and travel to various project sites as required

Note: Pre-employment Drug and Alcohol Testing and Fit for Work Testing will be required.

How We Make It Count

The Volker Stevin Advantage

- **100% Employer-Paid Benefits:** Enjoy industry-leading comprehensive health and wellness coverage
- **RRSP:** Build your future with employer RRSP contributions for eligible employees.
- **Long-Term Careers:** Join a team with an average tenure of 7.3 years across all roles
- **Seasonal Rehire Loyalty:** 44% of seasonal employees return year after year
- **Professional Growth:** Access 500+ training courses in safety, upskilling, and leadership development
- **Unlimited Potential:** Be part of a company that supports your goals and helps you succeed

Our Commitment to You

Connecting People with Progress

Safety Isn't Just a Priority—It's a Value. Safety is woven into the fabric of who we are and how we operate. It's not a box we check off; it's a commitment that guides every decision we make, every process we implement, and every project we undertake. Because at the end of the day, when we say safety is a value, we mean it's a promise we make to our people, families, and the communities we serve.

True to Our Word, True to Our People. Our culture is grounded in humility and authenticity, with a deep commitment to family. We believe in supporting each other, no matter the role or title. When we say we care, we mean it—our actions match our words. Everyone is empowered, valued, and respected, because being 'true to our word' means being 'true to our people.'

Interesting Projects and Skill-Building Work. Volker Stevin is known for its ability to take on complex projects of all sizes, from large-scale infrastructure builds to specialized niche developments to highway maintenance and more. This diversity in project scope and complexity means that our employees have access to new opportunities across our family of companies that challenge them to think creatively and develop new skills.

Join a Team Where People Truly Matter

About Volker Stevin Contracting

Since 1978, Volker Stevin Contracting has been a leader in civil construction, proudly serving Calgary and surrounding areas. We specialize in building essential infrastructure like water, sanitary, and storm-deep utilities, grading and paving, and asphalt manufacturing. Our commitment to Safety, People, and Performance ensures that every project is completed on time and on budget, delivering lasting value to the communities we serve.

The Volker Stevin family of companies includes Volker Stevin Canada, Volker Stevin Contracting, Volker Stevin Highways, Mainline Construction, McNally Contractors, Lakes District Maintenance, H. Wilson Industries, and MidMountain Contractors.

