

PURE SUNFARMS™

Construction Project Coordinator

Pure Sunfarms is a vertically integrated, large-scale, low-cost supplier of high-quality cannabis to the Canadian adult recreation market, headquartered in Delta, BC. As a 50/50 joint-venture of Village Farms and Emerald Health Therapeutics, Pure Sunfarms is backed by one of North America's leaders in high-tech greenhouse growing.

We are trail blazing this industry with some serious clout – and by serious, we mean a 30-year track record of operating mega-scale greenhouses. We are led by a team of seasoned executives along with a team of cultivation experience from around the world. Let's just say - we are building and operating on a whole new level.

Here is where you come in as a **Construction Project Coordinator**. You have an excellent ability to develop and maintain relationships with sub-trades and clients. You will be tasked with ensuring all projects under your supervision meet or exceed the objectives of quality and profitability targets.

ESSENTIAL FUNCTIONS

- Ensure construction plans meet guidelines and specifications of building codes and other regulations;
- Establish, monitor, maintain and update construction work schedules;
- Maintains project document control and procedures;
- Review and assess work completed to ensure schedules are maintained;
- Assist our Engineering & Construction Manager with all tasks including scheduling updates and updating shop drawings;
- Assists with implementing and monitoring Quality and Safety Plans, including participation in job site safety reviews, toolbox meetings, and safety training;
- Maintain and promote a strong safety culture for all employees, contractors, and visitors;
- Understanding the upcoming schedule for ordering, receiving tools & materials and use daily work plans to ensure everything is onsite when it is time to complete the work. Identify and communicate workplace hazards and correct or seek assistance in correcting unsafe actions or conditions;
- Troubleshoot project concerns such as bad weather, scheduling conflicts, quality control issues, labour issues, contractor concerns and other unforeseeable matters;
- Responsible for tracking quantities, managing budgets, preparation of force accounts, and managing progress payments;
- Liaises between subcontractors and designers on field details.

We are essentially a start-up, rolling up our sleeves to build something bigger than ourselves. Other duties may arise from time to time and as a team, we look to support each other.

From time to time, you may have to lift heavy objects (up to 50 pounds), climb ladders and be on your feet for prolonged periods of time.

YOUR BRAND AND STORY

We already know you are passionate about logistics, but we want to know more about your story and experiences. You're good at the following:

- A minimum of 3-5 years working as a Field Engineer or Project Coordinator, ideally in project engineering or heavy civil construction environment;
- Bachelor of Engineering, Diploma in Engineering technology, or relevant qualifications and experience;
- Proficient with reading plans and drawings;
- Knowledge of construction equipment and techniques, drawing and specifications, building materials and required standards applicable to the project;
- Proficient in software knowledge such as Microsoft Office, Autocad, Microsoft applications;
- Familiarity with Wrike Project Management Software is a strong asset;
- Ability to work in a fast-paced environment potentially reporting to many different people;
- Must have the ability to obtain and pass a RCMP Criminal Record Check and maintain security clearance.

We offer an energetic and supportive environment where your skills and experiences will be valued and recognized. We would love to tell you more - the opportunities are endless!