Project Design Coordinator

Location: Winnipeg

Time Type: Full Time

Bird Construction is a leading general contractor in Canada with a long history of service that has offices from coast to coast. Bird’s clients include leading firms in the commercial, institutional, retail, multi-tenant residential, industrial, mining, water and wastewater, energy and civil sectors. Today, Bird is a publicly traded corporation with employees forming a significant shareholder group. This enhances the degree to which employees at all levels commit to their clients. A hands-on approach to the business has given Bird an edge in being able to make decisions quickly and to adapt to the requirements of their clients.

We are looking to add a Project Design Coordinator to our team. Reporting to the Design Manager, and working in conjunction with operations and clients, the Project Design coordinator will be responsible for planning, scheduling, setting objectives and controlling activities associated with the preparation of project plans for both estimating and project securement and for permitting and construction.

Primary responsibilities include, but are not limited to:

- Production and review of both preliminary and construction drawings using Revit and AutoCAD.
- Active participation in the building design process from project inception through design and working drawings, including coordination with outside consultants.
- Design collaboration using BIM 360 Design.
- Assessing and resolving building construction issues including code review and zoning review.
- Participation in estimating and proposal preparation including renderings and proposal and marketing materials.
- Assisting our Project Managers and Project Coordinators with plans and details on projects as needed.
- Building relationships with our valued repeat clients and design-build partners and consultant teams.

Qualifications:

- Preference will be given to individuals who have completed a degree or diploma from a recognized architectural technology, architecture, interior design, or engineering program, and have a minimum five years of experience in a related position. A minimum C.E.T. or C.Tech designation is preferred.
- Candidates should have a basic knowledge of construction types and methodologies and be motivated to successfully complete projects in a Design-Build environment.

*For this position, please refer to the link below: