



CAPITAL PAVING INC.

Quality Construction by Quality People
P.O. Box 815 Guelph, Ontario N1H 6L8

JOB DESCRIPTION

Position: Civil Co-op Student

Primary Responsibilities:

- Assist the Project Manager on site with day to day construction activities
 - Layout
 - Grading
 - Traffic control
 - Inspection
 - Ordering and completing locate requests
 - Administration work including tracking quantities and approving payable and timesheets
 - Tracking daily costs and compiling cost analysis
 - Complete traffic control diaries
 - Schedule material suppliers and subcontractors

- Estimating Assistant
 - Quantity takeoffs
 - Meeting potential clients and measuring sites
 - Setting up contracts in the computer for pricing
 - Pricing request from subcontractors and material suppliers
 - Ordering bonds and insurance
 - Delivering and picking up tenders
 - Attending pretender meetings

Other Requirements and Information

- Valid G/G2 driver's License is required
- Employee is responsible for their own transportation to get to and from site
- A vehicle will be provided for onsite work as required
- Hourly wage will be \$17.50 / hour
- 4% vacation pay and paid Stat Holidays will be in addition to the hourly rate
- Core Hours are Monday to Friday 7:00 am to 5:30 pm with a ½ hour unpaid lunch break
- Overtime, weekend and night work may be required depending on the project
- New Worker Safety Training and Orientation will be provided