



Calibre Mining Corporation is engaged in the exploration and development of the Valentine Gold Mine located in the central region of Newfoundland and Labrador. Once in production, it will be the largest gold mine in Atlantic Canada and a major employer in the province. Calibre is a public corporation (TSX:CXB) headquartered in Vancouver, British Columbia with a regional office located in Grand Falls-Windsor, NL. Additional corporate and Project information is available at [www.calibremining.com](http://www.calibremining.com)

Calibre is currently inviting applications for a **Civil/Construction Coordinator (fixed-term)** to join our growing team as the company transitions from mine construction to mine operations.

### **Civil Construction Coordinator**

Reporting to the Civil/Construction Superintendent, the Civil/Construction Coordinator is responsible to provide day-to-day oversight of all contractors for Capital Works. The incumbent will ensure best business practices are being implemented and used, while also ensuring the highest level of service support, health, safety and environmental procedures are being provided from the various contractors.

The Civil/Construction Coordinator is a professional role making contribution through applying technical/professional knowledge to solve complex problems and recommend solutions.

This position will be located at the Project site, working on a 14 days in/14 days out rotation.

### **Responsibilities/Accountabilities:**

- Managing the quality of work and budget costs.
- Update Daily Tracking logs
- Reporting on progress and challenges.
- Ability to interpret and build according to drawings, specifications, and other documents.
- Ensure subcontractors are fully executing and complying with their contractual scope of work.
- Ensures that site safety measures meet or exceed the parameters set out by corporate safety manual, safety plan.
- Reviews, maintains and updates the construction schedule and ensures milestone and production targets are being met.
- Reviews/Approves subcontractors daily Labor, Equipment, and Materials (LEM'S).
- Conducts daily and weekly safety walks on site and documents, actions and follows up on completion of any items found.
- Identifying conflicts in construction progress and communicate them to the project team for resolution.
- Provide detailed history of site events and history by maintaining a daily diary and appropriate records.
- Ensure compliance with all Federal, Provincial and local laws, particularly applicable Occupational Health & Safety Acts / Construction Safety Act regulations and environmental requirements.

- Report all incidents, and near misses immediately.
- Assist in the investigation of any incidents or complaints and preparation of reports.
- Responsible for compliance and enforcement of all Company policies and procedures with regards to all employees and contractors.
- Such other duties and responsibilities as assigned by his/her supervisor

### **Education and Experience:**

- Minimum of 5 + years' general experience in Heavy Civil Construction and Mining.
- Civil Engineering Technologist – or approved combination of equivalent education and experience
- Knowledge and experience in the Microsoft Suite of Programs (Word, Excel, Project)
- Knowledge and experience in AutoCAD are considered an asset.

### **Knowledge and Skills**

- Ability to read and understand construction drawings and contract documents.
  - Professional attitude and superior communication skills.
  - Possess excellent organizational, time management skills, foresight, accuracy, attention to detail and commitment to objectives and responsibilities.
  - Pro-active and able to manage multiple priorities.
  - Effective problem-solving skills, with the ability to make good decisions that will meet or exceed project targets.
  - Exceptional conflict resolution, negotiation, and objection handling skills.
  - Ability to combine a focus on the big picture with a keen attention to detail, while working in a fast-paced environment.
  - Strong work ethic and positive team attitude, along with a commitment to staff privacy.
  - Strong organizational, written, and verbal skills.
- A valid driver's license and drivers abstract required.

Calibre is an equal opportunity employer committed to local hiring preferences and all applications will be considered on this basis. We value equity and diversity and are committed to creating an inclusive workplace environment for all employees. Calibre reserves the right to hire only those candidates who are appropriately qualified for the position advertised.

Calibre will review all applications; however, we will only contact those candidates who best fit the requirements.

To apply for this position, please do so by clicking on the following URL link: [Careers](#)

**Job ID 1390**

**Deadline to apply: Sunday, May 18, 2025**