



Jacobs Field Services Ltd (Triton Division) is a total scope service provider for heavy industrial fabrication, construction, maintenance and turnarounds. Triton is headquartered in Edmonton, Alberta, with a branch office located in Lamont and site offices in various locations. We currently have an opening for a:

Career Listings

[Lead Planner and Scheduler](#)
[Document Control Clerk](#)
[Electrical and Instrumentation Superintendent](#)

LEAD PLANNER AND SCHEDULER

Based in our Edmonton office, the Lead Planner and Scheduler is responsible for:

- Planning and scheduling/cost engineering requirements relative to staffing and project control.
- Plans and supervises the effort to establish milestones for total project or major portions of the project.
- Supervises/directs, reviews and evaluates schedule durations for all discipline's activities relative to support project milestones
- Plans, organizes and supervises schedule resource loading and leveling as well as project cost budgets.
- Responsible for identification of schedule restraints and effect on total project schedule.
- Works with all departments to ensure understanding of total project schedule needs.
- Responsible for total integration of schedule activities.
- Identifies schedule consideration and problems resulting from interdisciplinary or group restraints and interfaces.
- Monitors and reports critical path and schedule performance of the total project.

Qualifications:

- Knowledge of engineering and construction management
- 10+ years experience in Planning/scheduling for construction on large projects
- Bachelor degree in related discipline
- Planning and scheduling software knowledge (Primavera 6)
- Demonstrated problem solving ability

Triton employees enjoy a competitive salary, benefits, and opportunities for growth within a global company. To apply for this challenging position, please submit your resume to chris.smillie@tritonprojects.com or fax to 780-485-6722.

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DOCUMENT CONTROL CLERK

Reporting to the Site Quality Manager, the Document Control Clerk will receive all drawings, specifications and related documentation for each project in accordance with established Quality Control protocols.

Specific responsibilities will include the following:

- Receive all documentation from the Owner and the Owner's subcontractors. Process all received documents as per company policy
- Enter all documentation into the appropriate database files.
- Transmit documentation to personnel, shops, sites and subcontractors in the format requested by the Site Manager.
- Assemble, consolidate, properly label and file all documents.
- Provide those specified by the Site Manager with electronic or paper copies of the drawing and documentation logs.
- Maintain the document sign-out and sign-in documentation. Ensure that binders, drawing sticks, specifications and other supporting documentation are signed out and then returned on a timely basis to ensure they are available for others to use.
- Provide Reception relief as required.

The following skills and qualifications are required:

- Administrative organizational skills and experience in tracking and processing large quantities of documents, which includes understanding the importance of maintaining good, accurate documentation and document management, with particular emphasis on detail.
- Extensive computer experience in MS Access, MS Excel, MS Word, Adobe Acrobat Pro, DC copying/burning software, FTP procedures and AutoCad viewing/printing software.
- Communication – written and verbal, including the ability to professionally resolve errors made by others in transmitting documentation.
- Interpersonal skills and ability to deal with a variety of people.
- Must have initiative and be able to manage own tasks/workload.

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ELECTRICAL AND INSTRUMENTATION SUPERINTENDENT

Reporting to the General Manager (Fabrication Shop), and based out at our Triton Lamont facility, this position is responsible to coordinate overall project activity and organization of resources (people, material, information and equipment) to meet schedules from an E&I perspective safely, efficiently and meeting quality requirements.

Specific responsibilities will include the following:

- Provide leadership, guidance and support to the General Foremen and Project Team;
- Work with the responsible Project Managers, Purchasing and Human Resources departments to ensure that people, information, materials and equipment are in place to support project requirements;
- Work with General Foremen to resolve issues affecting safety, efficiency or quality throughout the site;
- Schedule and organize project work, including detailed work schedules and weekly look-aheads
- Ensure that all completed components and assemblies meet applicable codes, standards, project specifications established by contract requirements and legislative bodies;
- Ensure that corporate, legislative, safety and environmental regulations are met or exceeded.

Qualifications:

- Minimum of 10 years progressively responsible experience in an industrial construction environment;
- Relevant post-secondary degree or diploma and/or journeyman trade certification(s)
- Demonstrated ability to help build strong teams through excellent communication skills, coaching, leadership and support networks;
- Strong administrative and planning skills.

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