Fournier Gersovitz Moss Drolet & associés architectes is renowned as a national leader in the conservation and rehabilitation of heritage buildings. The company is also known for its innovative contemporary constructions in the North serving the Inuit and First Nations. The office has gained national and international recognition based on its projects in the provinces of Ontario and Quebec, in the territories of Nunavik and Nunavut, and in the Caribbean Islands. The projects are mostly of institutional, commercial or residential nature, and of various types and sizes.

**Resident Site Representative - Ottawa**

We are looking for a candidate possessing 5 to 10 years of full-time experience to work in a heritage building conservation project in Ottawa. The selected person will provide on-site representation for the project and will be in constant communication with the design team based in Montréal. Our candidate is a team player, experienced in heritage conservation works, autonomous, has the ability to resolve problems and is highly organized.

**Primary Functions**

*Under the direction and supervision of the senior associate, the selected candidate will:*

- Provide on-site representation, resident inspection, co-ordination and monitoring during the construction work;
- Manage contract administration and maintain updated files at the site;
- Provide information regarding job conditions and relay instructions to the Project Manager;
- Maintain an updated progress schedule;
- Attend all job-site meetings and keep a daily log recording;
- Prepare weekly site reviews and produce field reports including photo documentation of ongoing work;
- Review shop drawings, mock-ups, field reports and provide site instructions;
- Inspect all work in progress and advise of any deficiencies;
- Coordinate on-site activities of multiple heritage conservators, consultants and team members;
- Coordinate plans and specifications with other project participants;
- Ensure communication and relationship amongst team members, clients and external consultants.

**Required Profile**

- Bachelor or Masters’ degree in architecture;
- 5 to 10 years of full-time work experience and proficiency in site review and contract administration, mostly in heritage building preservation projects;
- Experience in construction contract administration;
- Knowledge of National Building Code and Fire Commissioner of Canada Standards for Construction operations, Knowledge of Provincial and Municipal standards for the Health and Safety of Construction Workers (WHMIS and Fall Protection Certificates);
- Technical knowledge of load-bearing stone masonry conservation as well as in historic metal roofing;
- Security Clearance Certificate;
- Computer skills: AutoCAD, Microsoft Office suite and Adobe Acrobat (troubleshooting self-sufficiency);
- Professional fluency in spoken and written English.

**Other Skills**

- Rigorous with documentation;
- Autonomous and multitasking;
- Capable of communicating effectively both orally and in writing;
- Capable of working as part of a team;
- Ability to prioritize and organize work.

**Employment Conditions**

- Full-time – 37.5 hours per week;
- Off-hours and night work will be required;
- Start of employment: February 2015;
- Salary according to work experience.

If you are interested in this position, please submit your resume, cover letter and portfolio at: rh@fgmda.com

*We thank all applicants; however only those selected for an interview will be contacted.*