

Mechanical Construction Administrator

MCW Consultants Ltd.

Job ID
39920

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LOCATION	DATE POSTED	EXPIRY DATE	
Suite 1400 – 1111 W Georgia St., Vancouver, BC British Columbia	30-04-2026	27-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$95,000 annually	5 year or more	Bachelor's degree

Job Details

MCW Consultants Ltd. is seeking an experienced Mechanical Construction Administrator to join our Vancouver office.

This role is intended for a capable and independent construction-phase mechanical professional who can represent MCW on active construction projects with limited day-to-day oversight. The successful candidate will be expected to exercise sound technical judgment, manage construction administration tasks independently, communicate directly with contractors, owners, architects, and consultants, and escalate matters to the Engineer-of-Record when professional direction or design decisions are required.

This is a permanent, full-time position: 37.5 hours/week, with overtime as required. Salary is \$95,000 annually, plus 3 weeks of vacation, extended health and dental benefits, and RRSP matching.

How to Apply:

Please do not call or apply in person

Please email resumes to: careers@mcw.com

or Mail resumes to:

MCW Consultants Ltd.
 Suite 1400 – 1111 W Georgia St.
 Vancouver, BC
 V6E 4M3

Interested applicants should send resumes to careers@mcw.com with “Mechanical Construction Administrator” in the subject line. We thank all candidates for their interest, however, only those selected for an interview will be contacted. No phone calls please.

MCW Group of Companies celebrates diversity and is an equal opportunity employer. We welcome and encourage all applicants regardless of sexual identity, gender, religion, ethnicity, disability, age, and race.

Please indicate in your resume whether you are a Canadian/Permanent Resident or a Refugee Claimant with a valid Work Permit.

Job Description

The Responsibilities of this position include but are not limited to the following:

- Act as a primary mechanical construction administration representative for assigned projects, operating with a high degree of independence and professional judgment.
- Liaise with design engineers and project stakeholders to understand and implement design intent for building mechanical systems.
- Coordinate with architects, contractors, owners, and other consultants to support project delivery and ensure alignment with contract documents.
- Independently review shop drawings, product submittals, equipment selections, contractor documentation, and proposed substitutions for general compliance with contract documents, specifications, applicable codes, and project requirements.
- Conduct field reviews and site inspections of mechanical systems, including HVAC, plumbing, fire protection, controls, and related building services.
- Assess installations for constructability, completeness, quality, coordination, operability, and conformity with engineering drawings and specifications.
- Identify, document, and communicate deficiencies, coordination issues, construction risks, and field conditions requiring follow-up.
- Prepare clear and technically sound field review reports, deficiency reports, site instructions, change order reviews, meeting notes, and other contract administration documentation.
- Attend and actively participate in construction meetings, providing technical coordination, practical field input, client liaison, and professional communication.
- Independently troubleshoot site conditions and operational issues in collaboration with contractors, suppliers, manufacturers, commissioning providers, and design engineers.
- Investigate mechanical system deficiencies, warranty issues, and performance concerns, including preliminary root-cause analysis and development of practical corrective recommendations.
- Assist in the start-up, commissioning, and functional performance verification of mechanical systems, including identification of deficiencies and coordination of corrective actions.
- Review contractor pricing, change orders, progress claims, and proposed modifications from a mechanical and contract administration perspective.
- Coordinate mechanical system issues with electrical, architectural, structural, civil, and other building disciplines to support integrated project delivery.
- Provide practical construction-phase feedback to design staff to support constructability, coordination, and continuous improvement of design standards.
- Prepare project correspondence and technical recommendations related to mechanical system installation and performance.
- Exercise independent judgment in resolving routine construction administration matters while appropriately escalating design, contractual, or professional-practice issues to senior staff and the Engineer-of-Record.
- Support adherence to MCW quality standards, internal procedures, applicable codes, industry standards, and professional practice requirements
- Support the development, implementation, and adherence to corporate quality assurance programs and design standards.
- Travel to project sites as required.
- Work overtime as required to meet project and client needs.

Qualifications, Experience and Education:

- Completion of a Bachelor's degree in Mechanical Engineering or a related engineering discipline is required.
- Minimum 5 years of relevant experience in building mechanical construction administration, field review, building inspection or a similar role is required.
- Demonstrated experience reviewing and assessing mechanical building systems, including HVAC, plumbing, fire protection, controls, and related systems.
- Proof of educational or previous work experience in mechanical design, including HVAC and plumbing systems, is required.
- Experience with building inspection, construction administration, or field review of mechanical systems is required.
- Strong knowledge of mechanical construction practices, sequencing, coordination, and installation requirements.
- Demonstrated knowledge of applicable codes and standards, including the BC Building Code, BC Plumbing Code, and relevant Canadian engineering standards.
- Experience with building systems such as HVAC, plumbing, air handling, hydronic systems, domestic water systems, drainage systems, mechanical controls, and fire protection systems is an asset.
- Design background in building technology is a definite asset.
- Intermediate proficiency with Microsoft Word, email, and related office applications is required.
- Previous experience with AutoCAD and Revit is an asset.
- Must have vehicle and a valid British Columbia driver's licence.

Required Skills:

- Strong ability to read, interpret, and apply construction drawings, specifications, contracts, consultant agreements, and project documentation.
- Demonstrated ability to work independently, manage site review responsibilities, and make sound construction administration judgments with limited supervision.
- High level of independent reasoning, technical judgment, and practical problem-solving ability.
- Strong understanding of current construction practices, working drawing production, specifications, and mechanical field review requirements.
- Excellent English communication skills, both written and verbal.
- Ability to communicate clearly and professionally with contractors, owners, architects, consultants, suppliers, internal design teams, senior management, and non-technical stakeholders.
- Proven ability to prepare clear, accurate, and defensible written documentation.
- Proven ability to meet deadlines and complete deliverables in a fast-paced construction environment.
- Excellent time management, organization, and project coordination skills.
- Ability to manage multiple active construction issues and competing priorities.
- Ability to work under pressure while maintaining professionalism and sound judgment.
- Analytical, thorough, resourceful, and detail-oriented.
- Strong client service orientation and ability to represent MCW professionally in the field.
- Self-motivated, hardworking, and flexible.
- Team-oriented while also capable of operating as an independent field representative.