CONCAST

# JOB DESCRIPTION
## ENGINEERING TAKEOFF COORDINATOR

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| **Incumbent:** | TBD | **Department:** | Engineering |
| **Reports to:** | Director Of Engineering & Sales | **Title:** | Take Off |
| **Location:** | Guelph | **Review Date:** | October 2026 |

### Job Profile:

The Engineering Takeoff Coordinator will be a part of the project team responsible for carrying out any required project related activities, and provide technical and administrative duties

### Primary Responsibilities:

- Project assessment including contract reviews and rough-cut demand assessments and project planning
- Communications directly with our Customers and Sales Representatives
- Materials takeoffs
- Project configuration
- Product design assessments
- Special materials specification and ordering
- Translation of product design information to non-technical staff
- Product Inspection support for Quality Assurance Department
- Provide internal and external technical support
- Engineering record keeping
- May participate in simple drafting, detailing and preparing fabrication drawings

### Required Skills and Attributes:

- Proficient in Microsoft Office
- Ability to respond quickly in a dynamic and changing environment
- Ability to effectively communication both verbally and in writing
- Ability to prioritize and manage conflicting demands
- Demonstrated time management skills
- High level of integrity and work ethic

### Education Requirements & Qualifications:

- Certified Engineering Technologist (CET) designation required or in progress
- Experience in a related field is an asset

### Working Environment:

- Open office high traffic environment with appropriate facilities
- Workstations are equipped with a desk, chair, filing cabinet, mid height partitions, integrated office phone, and computer.
- Normal office hours of operation 8:00 am – 4:30 pm with a 30-minute unpaid lunch break
- Shifts are subject to change based on seasonal demand.
- Overtime may be required during busy season
- Physical activities will consist of prolonged periods of sitting, periodic filing, inter-office walking, and meeting attendance. When visiting the manufacturing floor, ladder climbing, bending, twisting in a manufacturing environment and all-weather outdoor activities may be required.

### Approvals (name / signature)

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| **Manager:** | | **Date:** | |
| **Director:** | | **Date:** | |
| **Human Resources** | | **Date:** | |

**Compensation Disclosure:**

To Be Advised

**Artificial Intelligence (AI) Disclosure:**

Please note that CONCAST does not use artificial intelligence as part of the screening, assessment, and selection process.

**Vacancy Status Disclosure:**

This job posting is for an existing vacancy within our organization.

## Employee Acknowledgement:

I have read this Job Description and reviewed it with my Human Resources representative and/or my Direct Supervisor.

I understand and accept the outlined requirements and recognize that alterations may be required as business conditions and needs change.

| **Signature:** | | **Date:** | |
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CONCAST is an equal opportunity employer, and we are committed to establishing a qualified and diverse workforce. We are committed to accommodating applicants with disabilities throughout the recruitment and selection process, in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA).* Should you require disability-related accommodation to participate in our recruitment process, please contact Human Resources. Any information received relating to accommodation will be addressed confidentially.

Applications from qualified candidates and/or questions, comments or related feedback from employees should be sent to Human Resources @ HR@concastpipe.com