

Piping Production Coordinator



Type: Full-Time

Location: Acheson Alberta (west of Edmonton)

Days: Monday to Friday

Rozen Steelworks is a leading industrial fabrication shop in Alberta, specializing in complex, large-scale structural projects for critical sectors like the oil sands, mining, and infrastructure. We pride ourselves on precision, quality, and an unwavering commitment to our clients and team, providing comprehensive solutions, including specialized fabrication for tailings management.

Job Summary:

Rozen Steelworks is seeking a motivated and detail-oriented Piping Production Coordinator to oversee and support the daily operations of our pipe fabrication department. This individual will be responsible for coordinating manpower, scheduling jobs, tracking timecards, managing material flow, and assisting in all aspects of piping production. The ideal candidate will be organized, technically knowledgeable, and capable of thriving in a fast-paced industrial environment. This role is primarily based in a fabrication shop environment with frequent movement between the shop floor and office. PPE is required in shop areas. Some lifting or hands-on tasks may be involved during coordination activities.

Key Responsibilities:

- Develop and maintain daily and weekly job schedules based on project priorities, manpower availability, and shop capacity.
 - Coordinate manpower loading to ensure optimal productivity and workload distribution. Support the Pipe Foreman with day-to-day fabrication management and task planning. Track employee timecards and ensure accurate timekeeping for production staff.
 - Control the flow of materials, spools, and fabricated parts through the shop—from receiving to delivery.
 - Coordinate with procurement to ensure timely arrival of required materials and components. Organize and manage shop travelers, spool sheets, and related documentation.
 - Anticipate fabrication needs by reviewing upcoming projects and planning accordingly.
- ### Collaboration & Communication
- Work closely with project managers, estimators, engineering, and purchasing to align shop production with project requirements and deadlines.
 - Act as a communication bridge between the shop floor and office teams to ensure clear understanding of priorities and timelines.
 - Maintain accurate records of job progress, material usage, labor hours, and quality checks.
 - Ensure traceability of materials and documentation is kept up to date for QA/QC requirements.
 - Assist with the documentation required for testing (hydro/NDE) and shipment readiness.

Skills and Qualifications:

- 3+ years of experience in piping fabrication, construction coordination, or shop production.
- Familiarity with pipe welding processes (SMAW, GTAW, FCAW) and spool fabrication procedures. Knowledge of common piping materials and grades (e.g., carbon, stainless, alloy).
- Proficient in reading spool drawings, isometrics, and P&IDs.
- Intermediate to advanced knowledge of Microsoft Office—especially Excel (pivot tables, filters, formulas).
- Strong general computer skills and experience working with digital schedules and production tracking systems.
- Excellent organizational and multitasking skills.
- Strong communication and interpersonal skills across departments and trades. High attention to detail and a commitment to record accuracy.
- Proactive and able to anticipate upcoming needs or issues before they arise.
- Ability to work independently and under pressure in a deadline-driven environment.
- Solution-oriented and resourceful in fast-moving production scenarios.

Why Join Rozen Steelworks? At Rozen Steelworks, we offer a challenging yet supportive environment where your hard work and desire to learn will drive your career growth. Join a team built on grit, ownership, well-being, and adaptability as you contribute to cutting-edge fabrication solutions for critical industries.

To Apply: Interested candidates are invited to submit their resume and cover letter detailing their academic background and relevant experience to careers@rozensteelworks.com. Please include "Piping Production Coordinator" in the subject line.



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