

# Project Coordinator

## Position Description

<b>JOB TITLE:</b>	<b>Project Coordinator (PC)</b>
<b>AREA:</b>	<b>Pacific (BC) and Central (AB)</b>
<b>LOCATION:</b>	<b>Surrey, BC and Aldersyde, AB</b>
<b>REPORTS TO:</b>	<b>Director of Project Services</b>
<b>CLASSIFICATION:</b>	<b>Non-Union</b>
<b>DATE:</b>	<b>ASAP</b>
<b>COMPLETED BY:</b>	<b>Directors of Finance and Operations – Pacific/Central</b>

### COMPANY OVERVIEW

Arctic Arrow is a Canadian owned and operated company specializing in powerline transmission, distribution, and underground cable work. We offer exemplary construction and maintenance services in the power utility sector across Canada and operate out of offices located in Surrey, Cranbrook, Sparwood, Fort St. John and Dawson Creek, British Columbia as well as Aldersyde, Alberta.

### POSITION OVERVIEW

Reporting to the Director of Project Services, and working with the Project Management Team, the Project Coordinator is responsible for providing support and technical expertise during all phases of the project lifecycle. The primary function of this position is to ensure projects are completed in a timely and cost effective manner, meeting all contractual obligations and responsibilities.

### RELATIONSHIPS

- Director of Project Services
- Regional Director
- Project Manager
- Fleet & Safety Support Personnel and Management
- Project staff
- Clients
- Subcontractors

### KEY RESPONSIBILITIES

- Review and plan projects with the Project Manager to ensure technical aspects of job are clear
- Develop a thorough understanding of all project contractual arrangements
- Develop and maintain the construction schedule. Liaise with General Foremen to measure progress against the agreed schedule and assist in the development of mitigation strategies as necessary.
- Develop detailed and accurate construction forecasts and ensure all relevant planning meets construction objectives.
- Produce detailed written construction reports in accordance with client/contract requirements
- Liaise with clients on all technical aspects of the project and provide a focal point for all technical queries for associated subcontractors and suppliers
- Attend progress meetings with clients and project stakeholders and report on construction progress and forecast activities
- Identify, engage and direct subcontractor activities and manage production against forecasts. Liaise with all project stakeholders and facilitate efficient problem solving and project execution.

- Prepare all Inspection and Test Plans and associated Project Specific Procedures
- Ensure all project quality requirements are adhered to and that company procedures are followed
- Manage the project quality control function, ensuring all quality documentation, including RFIs and NCRs, are completed accurately, in accordance with the contract, and in a timely manner
- Assist Project Manager in identifying and developing necessary Change Orders
- Produce complete timely and accurate project cost reports.
- Assess risks and hazards involved in tasks, and identify methods to manage those hazards to prevent incidents, injury and damage.
- Perform other related tasks and travel to and from project sites as required.

#### **SKILL SETS**

- Work collaboratively and constructively with project teams
- Manage and coordinate teams effectively to achieve results
- Meet organizational and project goals through problem solving, prioritization and organization
- Express ideas effectively; adjust language/terminology to the characteristics and needs of the audience
- Demonstrate excellent leadership and verbal/written/non-verbal communication skills
- Demonstrate excellent time management, interpersonal and organizational skills

#### **EDUCATION AND EXPERIENCE:**

- Previous experience in the power transmission / distribution industry is preferred
- Thorough understanding of power transmission and distribution procedures and practices
- Firm understanding of Project Management methodologies (PMBOK / PRINCE2)
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and MS Project)

#### **REMUNERATION**

Arctic Arrow offers a competitive compensation and benefits package for the right individual. If you are ready for the next step in your career, please submit your resume in confidence at [www.arcticarrowgroup.com/careers](http://www.arcticarrowgroup.com/careers).

*Please note that due to the high volume of applicants, only those under consideration will be contacted. If you have not heard back from us, please accept our appreciation for your interest.*