



PROJECT ADMINISTRATOR

*A unique opportunity to embrace technology,
work in a team office environment in a fast
pace engineering environment*

Come work at a rapidly growing engineering firm that is staffed with industry experts, has great benefits, and prides itself on developing our people.

The Company

Planview Utility Services is an engineering firm that provides engineering design, sub-surface investigation and geographical information related services to telecommunication companies and electric utilities. Our workforce is a mix of veterans of the industry and youthful enthusiastic technical resources. We have pride in our collegial culture and host multiple regular corporate sponsored social activities. Our embrace of the use of technology plays a large part in our success.

The Position

Initial responsibilities include project administration activities for a variety of Planview Clients; reporting to the Regional Manager SWO – Utility Design.

Such activities, responsibilities to include

- Create, process, issue, track and receive various information and document requests for technical aspects of the telecommunication engineering projects
- Create, maintain and implement reoccurring working relationships from both internal and external resources from municipal authorities to other scheduling clerks and internal customers
- Create, track, issue, maintain and receive information and documents through a permit database. Work with Project coordinators, project managers and customer to obtain and escalate permits and other approval information
- Work with third parties and other contractors to maintain requests, receipts, tracking, costing and other administrative items for 3rd party sub-contractors
- Create financial, budgetary and costing reports on a weekly basis
- Work with Project Coordinators, Engineering resources, Survey resources and Project Managers to create and maintain a workload schedule for various resource groups both internally at Planview and with external partners

- Attend site meetings with customers or third parties. Attend authority conducted utility coordination sessions and meetings; as required.
- Liaison with Municipal/Hydro/Other approving authorities for securing requirements and approvals to obtain entry for various Planview customers to construct plant or infrastructure within the jurisdiction of said authority
- Assign tasks, budgets and provide support to internal resources for completion of designs. Manage and track budgetary and financial information and provide reports as requested to the division manager
- Review and implement quality control processes or documentation from resources to adhere to Planview and third-party design requirements and standards.
- Complete follow-ups of scheduled and pending work. Report back to the project management team on a weekly basis
- Other project administrative and coordination tasks, at the direction of the manager
- The ongoing development of Planview's CAD processes, design standards and methodologies to further develop design and operational efficiencies
- Other activities as required

Specific Requirements of the position

- Strong problem solving and troubleshooting skills
- Excellent communication skills to liaise with team, clients and management
- The ability to deal with multiple projects and conflicting deadlines
- Proficient in working in G-suite, Microsoft Office, Word Processing, On-line databases and tracking tools
- Able to create pivot tables, charts, graphs and other detailed summaries within various tracking and Microsoft office type programs
- Understanding of telecom / OSP Engineering considered an asset
- Familiarity with Auto Desk platforms considered an asset
- C.E.T or E.I.T designation considered an asset.
- Valid Driver's License
- Able to pass a security background check

Preferred Skills

- Experience with utility companies (i.e. electric, gas, telecom, fibre optic)
- Understanding of engineering drawings
- Working knowledge of various CAD programs

The Location

Planview Utility Services has 3 offices – Markham, London and Ottawa. Our clients and their projects are based throughout the province. Travel is important to this position, and you may be working east, west or north of the GTA based on our clients' needs. The reporting office for this position is in London Ontario and your work will be primarily based out of this office. Travel should be expected up to 15% of the time.

Why You Should Apply

If you like to work as a part of a team, contribute to infrastructure builds, work in a team environment, receive competitive compensation, and be trained in current practices, then you should apply.

Note

Planview Utility Services Ltd is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Planview Utility Services Ltd will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.