



## PROJECT COORDINATOR - Ottawa

*A unique opportunity to embrace technology, travel within Ontario, and work both indoors and outdoors.*

*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**

As a Project Coordinator, you will:

- Interface directly with our customers and other third-party resources to discuss, review, and provide consultations for creation of permit plans and design
- On-going business development for new customers and industries
- 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 customers to construct plant or infrastructure within the jurisdiction of said authority
- Assist the team with coaching and development of resources to ensure quality and drawing and design standards meets both the customer requirements as well as the local authority requirements.
- Supervise and directly oversee the various resources in Survey and CAD. Responsible for said resources workload, budgets and project specific duties.
- Oversee the coordination of direct reporting resources with other internal Planview Utility Services resources such as outside surveyors, CAD Designers, Professional Engineers to facilitate creation of permit and plans and designs.
- Assign tasks, budgets and provide support to internal resources for completion of designs
- Review and quality control returned information or documentation from resources to adhere to Planview and third-party design requirements and standards

- Responsible for ensuring key dates and benchmarks are met by internal and external resources to maintain critical project schedules and project completion deadlines for customers
- Responsible for maintaining overall project budgets, other costs and invoicing for multiple projects, through the oversight of the supervisor or manager
- Coordinate and oversee multiple or various projects at a time, whilst maintaining organization and customer satisfaction
- The ongoing development of Planview Utility Services' 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 AutoCAD environment
- Understanding of telecom / OSP Engineering 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
- Travel (own vehicle) is required 50% of the time. Overnight/ out of town travel may be required up to 20%

### **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. The reporting office for this position is in Ottawa Ontario and your work will be primarily based out of this office.

### **Why You Should Apply**

If you like to work as a part of a team, work alone, travel, contribute to infrastructure builds, work outdoors, 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.