

# Project Coordinator

*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 Ltd 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

We are currently seeking a qualified Project Coordinator / Telecom Designer. This candidate will be responsible for the overall project health, quality and deliverable of client projects from concept to final design for aerial, underground. This individual will work closely with clients, design technicians, engineers and must possess excellent communication skills.

## Responsibilities

As a Project Coordinator, you will:

- Actively seek and expand the current workload of Telecommunications companies throughout Ontario, with succession of completed projects at Planview Utility Services Ltd.
- Create, maintain and implement reoccurring working relationships from both Telecommunications customers in the above noted area
- 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.
- 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 Utility Services Ltd 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 Utility Services Ltd 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.
- The ongoing development of Planview USL's CAD processes, design standards and methodologies to further develop design and operational efficiencies
- Other activities as required.

**Planview Utility Services Ltd.**

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## Specific Requirements of the position

- Strong problem solving and troubleshooting skills
- Minimum 3+ years experience in a telecommunication / utility design or other civil role.
- Past project management and resource supervisory role with a proven track record of success considered an asset
- Excellent written and oral communication skills
- The ability to deal with multiple projects and conflicting deadlines
- Ability to read and interpret engineering work plans.
- Proficient in working in AutoCAD environment
- Must have a personal vehicle, valid Ontario driver's license and willingness to travel throughout the province
- C.E.T or E.I.T designation considered an asset.
- Familiar with Canadian industry codes, engineering practices, standards and construction methods.
- Knowledge of Microsoft Office productivity software.

## 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. The location for this position is either our London or Markham office. Travel is to be expected within the province up to 50% of the time

## 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.