

GIS 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 Geographic Information Systems Solutions, as well as engineering design, sub-surface investigation 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.

Term

Full-time - 40 hrs/week

The Position

We are currently seeking a qualified GIS Project Coordinator / GIS Analyst to support core initiatives for the company. This is an exciting development opportunity for the right candidate looking to gain hands-on experience in large, multi-organizational projects. This candidate will be responsible for the day-to-day coordination of multiple client projects and solutions. This individual will work closely with Clients, Technicians, Senior Management and must possess excellent communication skills.

Responsibilities

As a Project Coordinator, you will:

- Provide hands-on support for project related needs
- Provide direction and work requirements for supporting GIS Technicians
- Support both web and desktop technologies within project area
- Advise on best practices for GIS platforms and activities
- Provide development support for custom widgets and interface scripting for applications on the ArcGIS Online and field related platforms
- Create, maintain and develop working relationships with both customers and peers
- Assist the team with coaching and development of resources to ensure quality and success
- Attend site meetings with customers or third parties
- 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 Limited and Industry 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

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- Responsible for maintaining overall project budgets, other costs and invoicing for multiple projects
- The ongoing development of work processes and methodologies to further develop operational efficiencies
- Other activities as required.

Specific Requirements of the position

- Strong problem solving and troubleshooting skills
- Minimum 3+ years experience in an ArcGIS Online support role
- Experience supporting data schema repositories for both web and desktop ESRI Applications
- Experience in utility-based GIS Asset Inventory and Data Management
- Experience utilizing field and web-based collection applications
- 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
- Familiar with web development platforms and programming languages considered an asset

The Location

Remote work is currently available. Planview Utility Services Ltd has 3 offices – Markham, London and Ottawa. Our clients and their projects are based throughout the province. The home location for this position is in the Markham office.

Alternative work locations can be discussed with the successful candidate as needed.

Why You Should Apply

This is an exciting development opportunity for the right candidate looking to gain hands-on experience in large, multi-organizational projects. The challenges will further their experience and knowledge as well as exposure to mainstream industry projects, clients and contacts.

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.