

PROJECT COORDINATOR – ITH-085-22-002

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 Limited (Planview USL) 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 Plant** for our growing Markham office. This candidate will be responsible for the production of computer aided drawings from concept to final design for underground infrastructure projects. In addition to drawing preparation, the candidate will also support the Project Manager with design tasks, site visits and meeting attendance.

Responsibilities

- Report to the Manager of Engineering and Structures;
- Read and create rough work, prepare field notes, analyse and clear field discrepancies to support design in accordance with CSA, ESA and client Standards and Practices
- Interface directly with the client and other third-party resources to discuss, review and provide consultations for creation of permit plans and designs.
- Responsible for facilitating completion of the following;
 - Collection of data by the field surveyors;
 - Any required engineering reports, calculations and assessments;
 - Plan and profile drawings in CAD which may also include re-bar schedules, Bill of Materials, elevations, details and sections in accordance with client Standards and Practices
- Attend site meetings with client or third parties as required;
- Liaison with Municipal/Hydro/Other approving authorities for securing requirements and approvals to obtain permission to construct plant or infrastructure within the jurisdiction of the approving authority;
- Interface and coordinate with internal Planview USL resources such as outside surveyors, CAD Designers, Project Managers and Professional Engineers to facilitate creation of permit plans and designs;
- 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 quality control returned information or documentation from resources to adhere to Planview USL 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 manager;

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- Participate in ongoing development of Planview USL’s design standards and methodologies to further develop design and operational efficiencies;
- Other activities as required.

Requirements

- Basic AutoCAD skills (minimum);
- Strong problem solving and troubleshooting skills;
- Excellent written and oral communication skills;
- The ability to deal with multiple projects and conflicting deadlines and get along with people;
- Graduate from an accredited post secondary technical educational institution with minimum 2 years work experience;
- Must have a personal vehicle, valid Ontario driver’s license and willingness to travel throughout the province;
- Knowledge of Microsoft Office productivity software;
- Familiar with industry codes, engineering practices, standards and construction methods.

Preferred Skills

- Experience with outside plant design of utilities (i.e., electric, gas, telecom, fibre optic);
- Experience with municipal / civil infrastructure (i.e. water, storm, sewer);
- Consulting engineering work experience.

The Location

Planview USL 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 Markham.***

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 USL is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Planview USL 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.