

<b>JOB TITLE</b>	Project Coordinator, Hydropower
<b>DEPARTMENT</b>	Hydropower
<b>REPORTS TO</b>	Hydropower Team Lead
<b>DIRECT REPORTS</b>	None
<b>SALARY RANGE</b>	\$65,000 - \$72,000
<b>STATUS</b>	Full-Time, Permanent

## JOB SUMMARY

Reporting to the Hydropower Team Lead, the Project Coordinator, Hydropower will work closely with fellow Project Coordinators and Project Managers to support Indigenous-owned run-of-river hydropower projects from development through construction in British Columbia. This position includes administration duties, such as project and funding proposal development, monthly reporting, data collection and contractor coordination.

## RESPONSIBILITIES

- Support renewable energy projects by coordinating contractors and consultants, completing monthly progress reporting, maintaining communication records including minutes of meetings, and submitting reports to funders.
- Provide critical thinking to guide the de-risking of complex renewable energy projects
- Review and edit the work of others, providing critical insights to align recommendations with community priorities and concerns
- Write renewable energy feasibility studies and technical reports
- Communicate technical findings and recommendations to Indigenous clients and other stakeholders both in writing and verbally
- Gather information and data from communities and stakeholders
- Assist in the advancement of project proposals, including grant writing and reporting
- Coordinate tasks to ensure quality, consistency, and the completion of deliverables
- Maintain clear records of the tasks, activities, and details of your work
- Conduct levelized cost of energy (LCOE) analyses, critically interpret energy load data, conduct energy system modelling
- Coordinate permitting applications, environmental assessments, and other supporting studies
- Support hydrometric data collection and field reconnaissance assignments include hiking through remote wilderness and forest, and working around streams
- Field based project coordination during the construction phase will consist of contractor and design engineer coordination, budget tracking, Quality Assurance and Quality Control, document control, reporting, procurement, daily construction work tracking and stakeholder communications.
- Other duties, tasks and projects as required.

## EDUCATION & EXPERIENCE

- Demonstrated knowledge of renewable energy resources, technologies and systems
- Bachelor's degree or technical diploma in applied sciences, engineering, renewable energy or other related field
- Experience working with Indigenous communities is an asset
- Previous experience with a general or civil contractor, engineering design, or consulting firm in a related area is an asset
- Related experience in construction supervision, project management, policy/regulatory engagement, and/or energy system analysis is an asset
- Registration with EGBC as an EIT or P. Eng considered an asset

## SKILLS AND ABILITIES

- Proficient computer skills including use of Microsoft Office Suite
- Strong problem solving and critical thinking abilities
- Demonstrated ability to prioritize, multi-task, work under pressure and meet deadlines
- Initiative providing suggestions for improved work and processes
- Proven ability to work independently with minimum supervision
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Identifies area for improvement and takes initiative where appropriate
- Very strong attention to details
- Accepts and manages change effectively
- Supports teamwork and contributes to a positive team spirit
- Positive attitude and interactions with others
- Professional in all interactions

## WORK ENVIRONMENT

- Hybrid work, split between home office and corporate office
- Office hours are 8:00am-5:00pm, Monday to Friday
- Travel may be required to field assignments across BC, including remote communities, requiring a valid driver's license and reliable transportation

**DISCLAIMER**

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this work. This is not intended to be an exhaustive list of all duties and responsibilities. Barkley Project Group management reserves the right to amend, change, add or remove responsibilities to meet business and organizational needs as necessary, in accordance with applicable Employment Laws “notice to employee requirements”.

Employees have the right and responsibility to ensure their own healthy and safe work environment, by exercising their right to: “Information, Instruction and Training”, “Refuse Unsafe Work” and “Participate in Workplace OH&S Programs”, as outlined in the Worker’s Compensation Act with WorkSafeBC or any other laws or regulations, both Provincially and Federally governing Barkley Project Group. It is intended that all tasks and responsibilities are performed by staff in a manner that ensures their safety and health and those of their co-workers.

In the outlined duties in this job description, it is highly probable that the employee will be exposed to very confidential and sensitive information. Therefore, it is intended that employees that fulfill these tasks will do so with the strictest of confidentiality as outlined in Barkley Project Group’s Confidentiality Policies, the Privacy and Confidentiality Act and any other applicable laws or regulations, both Provincially and Federally governing Barkley Project Group and its employees.