

JOB TITLE	Project Coordinator, Infrastructure
DEPARTMENT	Infrastructure
REPORTS TO	Infrastructure Team Lead
DIRECT REPORTS	Project Manager
SALARY RANGE	\$65k-\$75k
STATUS	Permanent, Full-Time

JOB SUMMARY

The Project Coordinator Infrastructure implements project plans developed by the Project Manager and is responsible for the day-to-day coordination of activities, resources, equipment, meetings, and information. They function as the project coordinator, organizing project execution to achieve objectives on time and within budget. In addition to coordinating others, the Project Coordinator completes technical components in alignment with their current level of training, skills, and identified role. This person prepares spreadsheets, reports, and project updates as needed to maintain relevant project documentation. They hold key relationships with their counterpart within the client community, contractors, and internal team members working on the project. Part of your work will be to support our clients and BPG team in identifying, planning, and launching new infrastructure and economic development projects that translate into long-term, improved quality of life for community members and sustainable economic development. Projects would potentially include commercial buildings, water & sewer, recreational trails, housing, transfer stations, roads, and any other infrastructure to support First Nation communities.

RESPONSIBILITIES

- Engage communities at all project stages, including developing outreach material, delivery of presentations, and ongoing communication with contacts and participants.
- Communicate technical findings and recommendations to First Nation communities, technical teams, government agencies, and stakeholders throughout all project stages.
- Support all phases of Asset Management planning and implementation.
- Assist with preparation of all required permits and assist in obtaining all other required approvals.
- Conduct financial analyses and develop financial models that support business planning.
- Support or lead the development of funding applications and reporting.
- Advance proposals for developing projects including preparation of budgets and timelines.
- Develop a schedule with the assistance of the Project Manager and assists with the development of biweekly schedules. Monitor and update schedules on a regular basis.
- Assist with the completion of estimates, estimate reviews and costing.
- Support the preparation and provide recommendations for PMs approval of bid packages, RFPs, subcontracts, and purchase agreements.
- Maintain accurate and up-to date drawings, develop/update O&M manuals, vendor/subcontractor lists, RFI'S, change orders, track responses, advise Project Manager, and project team on status.

- Supporting design team (e.g., architect, civil, structural, mechanical, etc.) with technical data and recommendations for design.
- Site visits which may include, but not limited to, quality control, reconnaissance, site review, site meetings, construction management, etc.
- Assist PM with project close-out document management, including updating and distributing deficiency lists.
- Ensuring documentation is maintained throughout the length of assigned projects.
- Provide meeting minutes for applicable meetings as directed to attend.
- Coordinate projects and tasks to ensure quality, consistency, and the completion of deliverables on time and on budget.
- Adhere to all Company policies and procedures, including safety; and
- All other duties or tasks as assigned by your manager.

Potential Cross-Departmental Work

- Support or lead the research and review of utility-scale power distribution projects and planning e.g., transmission lines, micro-grids, Indigenous utilities, Independent Power Producers, etc.
- Support or coordinate community energy planning services including residential and commercial energy audits, renewable energy inventory assessment, data collection and management, and reporting.
- Evaluate or support the evaluation of the feasibility of community and commercial-scale renewable energy projects (solar and wind) and battery energy storage systems including technical analysis and reporting.
- Summarize community energy priorities in cohesive and actionable Community Energy Plans; champion the implementation of these plans.
- Support or coordinate clean energy projects development including regulatory permitting, design coordination, and planning.

EDUCATION & EXPERIENCE

- Bachelor's degree or technical diploma in applied sciences, engineering, or another related field
- Strong communication and interpersonal skills.
- Strong ability to read and interpret blueprints as well as construction documents.
- Strong understanding of construction principals, materials, methods, and codes.
- Experience with construction software and project management tools.
- Ability to manage budgets, schedules, and project documentation.
- Knowledge of safety requirements and regulations for construction sites.
- Experience working with Indigenous communities is an asset.

SKILLS AND ABILITIES

- Self-motivated and passionate about energy efficiency, renewable energy, climate action and Indigenous rights.
- Proficient computer skills including use of Microsoft Office Suite.
- Strong problem solving and critical thinking abilities.
- Strong communication and relationship building skills, treating others with respect and integrity.
- 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.
- 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

- Remote work, in-office (Nanaimo) work, or hybrid work
- Site visits required (~4+/year). Preference given to candidates in coastal British Columbia in alignment with the location of our client communities. Travel expenses are reimbursable.
- Core work hours are 10:00am-3:00pm, Monday to Friday, 40 hours per week required.

I have read and understood the above job description and will continually strive to accomplish each task in a professional manner.

Employee Signature

Date

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.

Supervisor Signature

Date