



DEPARTMENT: Engineering

ROLE: Engineering Coordinator

START DATE: TBD

POSITION TERM: Full-Time

COMPENSATION: TBD

TRAVEL REQUIRED: TBD

The main objective of this position is to coordinate the day-to-day project and engineering activities of Solar and Wind projects, under the direction of Engineering Project Managers & Director of Engineering.

RESPONSIBILITIES

- Maintain and monitor engineering activities and progress trackers, project plans, and project schedules
- Coordinate with design consultants, engineers, project representatives, various internal departments, and authority agencies to set up design deliverables requirements for submission.
- Organize, attend and participate in all stakeholder meetings and distribute minutes to all stakeholders
- Document and follow up on important actions and decisions from meetings.
- Maintain regular communications with active team and business stakeholders to ensure necessary and appropriate steps are taken to resolve difficulties, which may impede progress or compromise achievement of project's objectives
- Prepare and maintain Engineering cost tracker for new projects to record and track all costs associated with engineering activities
- File and document control of engineering documents
- Assist procurement team with all necessary technical inputs to facilitate procurement of equipment and hiring of external engineering consultants and subcontractors
- Process PO requests and Invoices in Engineering Department
- Support the implementation of design services during construction procedures including requests for information, shop drawing reviews, non-conformance report resolution and design changes during construction
- Assist with overall project closeout, including coordination with all consultants to provide completion documents and Asbuilts, engineering deficiency corrections, maintaining and filing all close out documents
- Maintain a log of submittals, Requests for Information (RFI), and Potential Change Orders
- Performs other related duties as assigned by Engineering Project Manager(s) and Director of Engineering

MINIMUM QUALIFICATIONS

- Engineering Diploma or Degree from a recognized post-secondary institution
- 3-5 years of prior experience working in engineering or construction coordination field is preferred. Experience in Renewable Energy sector is an asset

Skills and Abilities

- Coordinate, organize, schedule, and prioritize tasks for self and others
- Handle multiple priorities, duties, jobs/projects, and responsibilities
- Understanding of the roles each department plays in the capital build process
- Work effectively both independently and as part of a team
- Experience with MS Office including Word, PowerPoint, Excel, and Access
- Good written and verbal communications
- Well organized with attention to detail
- Effectively communicate issues related to engineering to all project stakeholders
- Ability to read engineering drawings and documents is required
- Ability to work on tight deadlines