

Title: Project Coordinator
Reports To: Manager, Projects and Power Distribution
Direct Reports: none
Issue Date: September 2, 2020

Rev. 1.0.2

General Description:

The Project Coordinator will manage Prime standard product projects.

Leadership:

- Represent Prime Engineering Limited in a positive and professional way, both internally and externally
- Work collaboratively to identify and achieve departmental and company goals
- Foster teamwork both internally and externally
- Become familiar with, and keep abreast of, related industry matters through third party resources and networks
- Ensure proper care and use of vehicles and equipment under your direction
- Maintain a clean work environment
- Take personal responsibility, and foster team responsibility, to work safely and ensure all project functions are performed in a safe and environmentally responsible manner

Responsibilities:

- Abide by Prime Engineering Quality Standards at all times
- Manage standard product projects in conjunction with our staff and client requirements
- Schedule, track and be responsible for overall project status, progress, and performance
- Liaison with internal staff, external clients, contractors, and vendors to complete various aspects of the overall project requirements
- Procure project materials
- Create standardized internal documents that are necessary for assembly and fabrication of project equipment
- Arrange standard product project documentation, including operation and maintenance manuals, studies and report, and drawings
- Organize and participate in project meeting with both internal staff and external clients
- Schedule the testing and commissioning of standard product projects
- Maintain a desire to learn and research topics outside area of expertise to recommend suggestions for areas of product improvement

This description is not a comprehensive listing of activities, duties or responsibilities that may be required. Other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

Required Competencies:

- Capable of assuming responsibility and exercising independent judgement
- Able to evaluate assignments, determine procedures and implement solutions, drive project schedule to meet objectives, participate in short- and long-range planning of assigned work
- Excellent written and verbal communication skills, with tenacity to resolve issues in a timely manner
- Effective time management skills with the ability to multi-task and work on multiple projects concurrently under strict deadlines
- Able to adapt quickly to changing work demands without compromising accuracy and quality of work
- Outstanding client service and ability to have firm conversations with clients surrounding out of scope work
- Self-motivated, demonstrated initiative with a strong sense of urgency
- Ability to work effectively in a multidisciplinary team and interact with staff at various levels of the organization

Qualifications:

- Project management related experience
- Electrical engineering degree, diploma or other applicable certification
- Knowledge of power distribution, switchgear, generation and substations is considered an asset
- Knowledge of CEC and IEEE standards is considered an asset
- Excellent MS Office skills
- Valid Class 5 Driver's License & clean driver's abstract
- Must be legally entitled to work within Canada

Measures of Performance:

- Ability to manage work to deadline
- Quality of production, detail in technical work
- Quality of documentation
- Communication and collaboration at all levels
- Customer satisfaction
- Adherence to Prime safety and training requirements