



Project Coordinator

People are at the centre of our brand. Every day we deliver on our brand promise to Cherish Customers, Deliver Flawlessly, and stay a Step Ahead. Our people look beyond the conventional and reach for the extraordinary to win outside the box.

UTS Consultants' reputation is built on providing comprehensive engineering solutions. Our philosophy is to engineer it once. Our quality workmanship ensures projects are completed on time and on budget.

Successful UTS employees:

- are Customer-centric – they understand and embrace the role of delivering exemplary customer service
- are Leaders – who lead by example through their actions and attitudes
- are Innovators - they look for opportunities to improve, do things differently, and add value for our customers and business
- Commit to Excellence - in all that they do

ABOUT THE ROLE

Reporting to the Program Manager and/or Project Manager, the Project Coordinator works closely with project team members, managers and leads to help deliver projects efficiently. A Project Coordinator is responsible for design, quality control and project coordination activities for UTS clients and internal stakeholders.

ACCOUNTABILITIES

- Interface directly with UTS customers and other third party resources to discuss, review and provide consultations for creation of permit plans and designs.
- On-going business development for new customers and industries.
- Attend site meetings with customers third parties and attend authority conducted utility coordination sessions and meetings as required.
- Liaison with Municipal/Hydro/Other approving authorities for securing requirements and approvals to obtain entry for various UTS customers to construct plant or infrastructure within jurisdiction of said authority.
- Interface and coordinate with internal stakeholders to facilitate creation of permit and plans and designs.
- Assign tasks, budget and provide support to internal resources for completion of designs.
- May oversee work of others from time to time.
- Review and quality control returned information or documentation from resources to adhere to UTS 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.
- Participate in the preparation of engineering drawings for aerial and underground utility projects.





- Responsible for maintaining overall project budgets, other costs and invoicing for multiple projects, through the oversight of the supervisor or manager.
- Coordinate and oversee multiple or various projects at a time, whilst maintaining organization and customer satisfaction.
- Ongoing development of UTS's CAD processes, design standards and methodologies to further develop design and operational efficiencies.

QUALIFICATIONS

- Degree or diploma in civil or electrical engineering.
- C. Tech., C.E.T. or E.I.T. designation is considered an asset.
- Minimum 3 years in a similar role with a strong understanding of telecom/OSP engineering.
- PMP certification or track to certification considered an asset.
- Experience with utility companies (i.e. electric, gas, telecom, fibre optic).
- Solid understanding of engineering drawings.
- Proficient in working in an AutoCAD environment.

SUCCESS FACTORS

- Dependable – solid grasp of project management concepts and demand in a fast paced environment.
- Analytical - strong problem solving and troubleshooting skills.
- Communication - excellent communication skills to liaise with team, clients and management.
- Multitask orientated - the ability to deal with multiple projects and conflicting deadlines in a fast paced environment.
- Productive - working knowledge of various computer aided drafting programs, specifically in AutoCAD.

COMPENSATION

- Competitive wage based on experience and knowledge.
- Defined Contribution Pension Plan with employer matching program.
- Employee voluntary RRSP contributions.
- Employer paid medical, prescription, dental and vision benefits.
- Employer paid basic life insurance.
- Employee voluntary auto and home group insurance.
- Employer paid employee assistance program.

HOW TO APPLY

Job Location: Fergus, ON

Internal applicants, please forward resumes and cover letters to hr@utsconsultants.ca

We thank all applicants for their interest however only those selected for an interview will be contacted.



Lead
Innovate
Commit to Excellence



UTS Consultants Inc. is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, UTS Consultants Inc. 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.

