

Project Coordinator / Field Engineer Job Description



Location: Iowa, Missouri, Arkansas and North Dakota, USA (Project Driven)
Position: Project Coordinator / Field Engineer
Term: Full Time, Permanent
Compensation: Salary, Industry / Experienced based
Reporting To: Vice President, Operations
Posting Date: September 18, 2024
Hiring Date: Immediately

About ECP:

As a family-owned corporation, we take great pride in being a premier specialized contractor in the powerline industry, passionately providing unparalleled expertise, cutting-edge innovative solutions, and unwavering dedication to our clients. Our dedication to advancement and forward momentum fuels our business activities, guaranteeing consistent satisfaction for our esteemed customers, with safety being a paramount priority in all that we do.

Purpose and Passion:

To establish a stable, self-sustaining company built on our Core Values and common sense. We are passionate about developing an agile business with a thriving culture, respecting the values and traditions of the communities we operate in. We are committed to the continuous investment in our business, our people and those communities to ensure a lasting and positive impact.

Our Niche:

We are a proactive partner for small to mid-sized transmission projects and storm restoration events. Known for comprehensive support, swift action and collaborative communicative teams.

Core Values:

Our company is driven by a strong set of core values that guide our actions and define who we are:

Accountability

- Commit to your word
- Own decisions, actions and outcomes
- Participate in holding all levels of the business responsible

Communication

- Timely
- Concise
- Transparent

Leadership

- Visible and present
- Decisive
- Empowering
- Humbly confident

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Proactive Can Do Attitude

- Anything is possible, stay hungry, never get complacent
- Vision for the future
- Anticipate issues

Our People

- The core of our business
- United for a common goal
- Innovative and open minded
- Integrity first mindset

Recognition

At the heart of our organization lies the value of "Recognition". This core value emphasizes the importance of recognizing and celebrating employees who consistently exceed expectations and drive exceptional results. By acknowledging outstanding performance and promoting a culture of excellence, we foster a dynamic and competitive environment where success is rewarded and continuous improvement is encouraged. This approach not only fuels individual growth and motivation but also propels our collective success in a competitive marketplace.

These values are the foundation of our company culture and shape our commitment to excellence in all aspects of our business.

Work Hours:

On-site / rotational, as necessary to fulfill operational needs to ensure success of the projects. Often the first to arrive on-site and the last to depart each day, and readily available via phone.

Description:

We are in search of a Project Coordinator / Field Engineer to assist our Project Teams on Powerline Transmission and Distribution Projects from initiation to closure. This role encompasses resource, budget, schedule, safety, subcontractor and vendor planning, coordination and management.

If you're a committed professional with a passion for engineering excellence, a proactive mindset and a desire to grow your career, we invite you to apply to join our team and contribute to the success of our projects.

Responsibilities:

- Work directly with the Project Manager, Construction Manager, General Foreman and other Project Team members to plan and schedule all aspects of the Projects.
- Prepare Weekly and Monthly Construction Progress Reports including information such as but not limited to Financial Reporting and Forecasting, Progress, Schedule Updates, Quality, Safety, Environment and identifying Project Risks.
- Manage project scheduling, logistics, quality control and subcontractors.
- Control project costs, assist in maintaining and tracking payables and receivables for projects.

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- Manage invoice preparation and review ensuring timely cadence of submissions.
- Recommend cost saving strategies when appropriate.
- Assist in Resource Planning for all Projects across the Business.
- Cultivate and promote positive working relationships with internal management team, site supervisors, subcontractors and other contractors on site.
- Develop and maintain relationships with clients, general contractors, vendors and suppliers.
- Coordinate and Manage subcontractor and supplier contracts including initial development and required change order developments.
- Work with the project team to confirm deliverables and services are being provided to client's satisfaction.
- Contribute a positive safety attitude to corporate culture.
- Coordinate the inventory of tools, safety supplies and general consumables inventory levels and coordinate the reordering as required.
- Coordinate and manage the on-site construction offices.
- Remain current with Industry Best Management Practices and put forward ideas to Management on how to improve Business Operations.
- Ensure good housekeeping across the project site including yards, offices tool trailers and vehicles.
- Other duties may be assigned consistent with job description.

Education & Experience:

- Degree or Diploma in Engineering, business Administration or Construction Management (*Consideration will be given to a technical trade certification with a combination of further technical training and/or related experience*).
- Advanced skillsets in utilizing Microsoft Suite (MS Outlook, Excel, Word, PowerPoint and Teams).
- Demonstrates self-motivation, exceptional organizational skills, and rapid adaptability, able to adhere to instructions while excelling under pressure within an agile and fast-paced environment.
- Basic understanding of estimating, project forecasting and change management principals and processes.
- Proven communication and negotiation skills with ability to resolve project disputes with minimal assistance.
- Demonstrates leadership abilities that embrace the principles of continuous learning and contributes to self-growth and the growth of colleagues.

How to Apply:

If you're interested in a career within a rapidly expanding and forward-thinking organization, kindly send your resume to admin@eastcoastpowerline.com. Please include the job title in the email subject line.

We appreciate the interest shown by all applicants for this position. Only individuals who are North American residents/citizens and are selected for an interview will be contacted.