

# Engineer In Training

## Position Description

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| <b>JOB TITLE:</b>      | <b>Engineer in Training (EIT)</b>                            |
| <b>AREA:</b>           | <b>Pacific (BC) and Central (AB)</b>                         |
| <b>LOCATION:</b>       | <b>Surrey, BC and Aldersyde, AB</b>                          |
| <b>REPORTS TO:</b>     | <b>Director of Project Services</b>                          |
| <b>CLASSIFICATION:</b> | <b>Non-Union</b>   |
| <b>DATE:</b>           | <b>ASAP</b>  |
| <b>COMPLETED BY:</b>   | <b>Directors of Finance and Operations – Pacific/Central</b> |

### COMPANY OVERVIEW

Arctic Arrow is a Canadian owned and operated company specializing in powerline transmission, distribution, and underground cable work. We offer exemplary construction and maintenance services in the power utility sector across Canada and operate out of offices located in Surrey, Cranbrook, Sparwood, Fort St. John and Dawson Creek, British Columbia as well as Aldersyde, Alberta.

### **Operations Development Program**

Arctic Arrow is implementing an in-house project engineer development program which will see incumbents train and develop in all areas of the company's operations. Specifically, candidates can expect to experience several roles on a rotational basis throughout the company. These roles will include acting as project engineers and coordinators on transmission and distribution line field projects, participating in the development of cost estimates and proposals submitted for fixed price projects, and providing project support for project managers.

### POSITION OVERVIEW

Reporting to the Director of Project Services and (when assigned to a project) the Project Manager, the Project Coordinator is responsible for providing support and technical expertise during all phases of the project lifecycle. The primary function of this position is to ensure projects are completed in a timely and cost effective manner, meeting all contractual obligations and responsibilities.

Arctic Arrow envisions this role as a great opportunity for a technically minded individual who wants to become familiar with the various aspects of construction and project management. Although previous experience is a plus, this is an entry level position well suited to someone ready to learn. The successful candidate will be rotated through various tasks & assignments that will each provide valuable experience in a new aspect of project management (safety procedures, estimating, procurement, cost control, quality control, and schedule management).

In addition, the successful candidate will gain experience and an understanding of the Powerline Construction industry. This is a growing market with great opportunities for growth. Our societies need energy and therefore powerlines. Each powerline that's built also requires maintenance.

### RESPONSIBILITIES

1. Review and plan projects with the Project Manager to ensure technical aspects of job are clear
2. Assist in the development of project estimates
3. Develop a thorough understanding of all project contractual arrangements
4. Develop and maintain construction schedules. Liaise with General Foremen to measure progress against the agreed schedule and assist in the development of mitigation strategies as necessary.
5. Develop detailed and accurate construction forecasts and ensure all relevant planning meets construction objectives.

6. Produce detailed written construction reports in accordance with client/contract requirements
7. Liaise with clients on all technical aspects of the project and provide a focal point for all technical queries for associated subcontractors and suppliers
8. Attend progress meetings with clients and project stakeholders and report on construction progress and forecast activities
9. Identify, engage and direct subcontractor activities and manage production against forecasts. Liaise with all project stakeholders and facilitate efficient problem solving and project execution.
10. Prepare all Inspection and Test Plans and associated Project Specific Quality Procedures
11. Ensure all project quality requirements are adhered to and that company procedures are followed
12. Manage the project quality control function, ensuring all quality documentation, including RFIs and NCRs, are completed accurately, in accordance with the contract, and in a timely manner
13. Assist Project Manager in identifying and developing necessary Change Orders
14. Produce complete timely and accurate project cost reports.
15. Assess risks and hazards involved in tasks, and identify methods to manage those hazards to prevent incidents, injury and damage.
16. Perform other related tasks and travel to and from project sites as required.

### **EDUCATION AND EXPERIENCE**

- Previous experience in the construction industry is a benefit
- Experience in the electrical, power generation or power distribution sectors is a benefit
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and MS Project)
- Bachelor's Degree in Engineering (Civil, Mechanical, Electrical) or equivalent

### **REMUNERATION**

Arctic Arrow offers a competitive compensation and benefits package for the right individual. If you are ready for the next step in your career, please submit your resume in confidence at [www.arcticarrowgroup.com/careers](http://www.arcticarrowgroup.com/careers).

*Please note that due to the high volume of applicants, only those under consideration will be contacted. If you have not heard back from us, please accept our appreciation for your interest.*