

JOB POSITION - PROJECT COORDINATOR

LOCATION

Cambridge, ON

JOB DESCRIPTION

Lystek is seeking a full-time Project Coordinator to assist in the management and development of projects. The Project Coordinator assists in all aspects of project development: requirement review, solution development, proposal development, engineering, scheduling, technical submissions, customer relations, procurement, contract management, change management, project controls, close-outs, quality control, and safety. This position reports to the Project Manager/Engineer.

Lystek is a technology company that specializes in organic materials recovery. Our work helps municipalities and other generators world-wide maximize resource recovery and reduce greenhouse gas emissions through its innovative approach to biosolids and organics management. Our patented and award-winning thermal hydrolysis technology can be leveraged to optimize anaerobic digesters and biological nutrient removal systems at wastewater treatment facilities, while also contributing to waste diversion and environmental sustainability. This is achieved by transforming non-hazardous, organic materials into nutrient-rich, federally-registered fertilizers and other multi-purpose products.

DUTIES AND RESPONSIBILITIES

- Review and document customer requirements for new installations
- Assist in the development of proposals for new Lystek solutions
- Assist in the review and development of mass balance models for new installations
- Complete engineering estimates and projections for material flows
- Review vendor packages for conformance with Lystek and project requirements
- Assist in the commissioning of new Lystek systems
- Assist in the troubleshooting of existing Lystek systems
- Consult with customers, vendors, and internal resources to develop and deliver Lystek solutions
- Prepare contract, drawing, and specification packages for the project staff
- Prepare project schedules and update as required using scheduling software
- Organize and manage equipment selections and drawings
- schedule/coordinate quality control inspections
- Complete and prepare time and material summaries
- Assist with initiating and tracking change orders
- assist with the preparation and submittal of RFIs
- Attend project progress meetings
- Measure and track project quantities
- Complete as-built drawings
- Assist with the review of project financials throughout the course of the project
- Assist Project Manager to coordinate subcontractors
- Prepare monthly progress payments
- Review subcontractor quantiles/ approve sub payment
- Compile and coordinate close out documentation (Operations & Maintenance Manuals, as-built drawing packages)
- Read and understand all contract documents, drawings, quantity sheets etc.
- Assist in Lystek Laboratory duties as required
- Track claims when required
- Complete Purchase Orders

DISCLAIMER: The above statements are intended to describe the general nature and complexity of the work being performed by personnel assigned to this position, and do not represent an exhaustive list of all tasks, duties, and responsibilities required of personnel assigned to this position. It does not prescribe or restrict the work that may be assigned.

WORKING CONDITION

- Fast-paced work environment, typically on large, complex projects
- Working on project construction site(s) or in an office setting
- Long working hours, with travel between work sites
- May require working nights and/or weekends, depending on contract schedule requirements
- Will be required to work under pressure with tight deadlines
- Exposure to operating wastewater treatment plants, waste management facilities, and construction site environments in all seasons and weather conditions
- Travel expenses paid by employer
- Must have the physical ability to use stairs, ladders and walk over rough terrain

EDUCATION, EXPERIENCE POSITION REQUIREMENTS

- University degree in Environmental Engineering, Chemical Engineering, Mechanical Engineering, or Civil Engineering minimum of 2 years of industry experience
- Excellent communication and organizational skills are mandatory
- Thorough attention to detail
- Strong knowledge and understanding of construction health and safety requirements
- Excellent computer skills
- Basic accounting principles knowledge is considered an asset
- Proficient and professional in oral and written communication
- Sound judgement, reliable, and organized
- Valid full G class driver's license
- Willing to work in a team environment utilizing effective interpersonal skills with various levels within the organization and external stakeholders

WE OFFER:

- Competitive wages
- Bonus programs
- Employer paid health and dental benefits
- Extensive training programs and tuition reimbursement
- Retirement benefits program
- Family-oriented team environment
- Employee discounts and other rewards programs

The Tomlinson Group of Companies encourages applications from all qualified candidates. Please contact Human Resources if you need accommodation at any stage of the application process or want more information on our accommodation policies.

If you've got an excellent work ethic, strong desire to produce quality and award winning work then Lystek is the place for you.

Email resume to careers@lystek.com