



**K-LINE**  
GROUP OF COMPANIES



## **CAREER OPPORTUNITY WITH AN INDUSTRY LEADER**

At K-Line, our core values of Safety, Quality, Integrity, Operational Excellence and Customer Satisfaction are the foundation of everything we do. As a premiere high voltage electrical contractor, our mission is to provide exceptional value to our utility and related partners through an unwavering commitment to these K-Line values. Proudly awarded Gold Standard as one of Canada's Best Managed Companies, K-Line continues its quest to be the premiere Canadian owned utilities solutions company. We currently have an opportunity available to be based out of **Stouffville, Ontario** for the position of:

### **PROJECT MANAGER – SUBSTATIONS AND PROJECTS**

#### **Overview**

Working within our Substation and Projects Construction Division, this role will play a key part in the successful management of high voltage substations with potential to include overhead and underground electrical construction projects. In this role the Project Manager will manage and deliver multiple projects. Projects vary depending on the size, complexity and scope and may require a tailored project management solution. This position is responsible for the overall direction coordination, implementation, execution, control and completion of the projects assigned. In addition, the Project Manager will be responsible for assisting the management team to ensure all projects are completed on time, within budget, safely and with a high-quality standard to satisfy our client's requirements. This role will also be required to be a main contributor to our estimating team by providing productivity and cost inputs for all of our estimating activities.

#### **Responsibilities**

- Use your skills in full-cycle project management to directly plan, execute and control, operational aspects of ongoing projects, management/performance of administrative requirements (Purchase Orders, Material Tracking, RFI's, Transmittals/Submittals, Change Requests/Orders, Job Set-up, drawing file updates, Project Reports, etc.) and proactive planning and close out of same
- Responsible Safety/Construction Planning (in conjunction with any site/construction management).
- This role is anticipated to be a 50/50 split between field and office, but this may vary depending on specific project requirements
- Responsible for entering relevant project data in electronic systems
- Ensure timely delivery of project data to customers and stakeholders
- Ensure full compliance with all health, safety and environment procedures and legal requirements

#### **Experience & Education**

- Minimum three (3) years experience in the construction and/or utility industry
- Minimum two (2) years' experience in a project management or construction management capacity
- Valid Ontario Driver's License is required
- Demonstrated ability to manage one or all of Engineering, Procurement and Construction works, including contract management is considered an asset



- A professional project management designation or demonstration of working towards same will be considered an asset
- Relevant Post-Secondary education in Construction/Project Management and/or Engineering Technologies is desired. Equivalent Field Experience/Trades knowledge will be considered.
- Relevant Technical Experience in High Voltage Electrical, Heavy Civil Construction or Electrical Maintenance and Testing is an asset

### **Skills**

- Proficient with the full Microsoft Office Suite (Outlook, Word, Power Point, Excel)
- Well organized with excellent prioritization skills
- Ability to multi-task and handle tight deadlines
- Excellent customer service and communication skills
- Microsoft Project proficiency is considered an asset
- Flexibility and adaptability are key attributes of this position

### **To Apply**

To learn more about The K-Line Group of Companies and career opportunities, please visit our website at [www.k-line.ca](http://www.k-line.ca). Interested candidates are invited to submit a resume to: [careers@k-line.ca](mailto:careers@k-line.ca).

### **Company Overview**

Celebrating 50 years of Business Excellence in 2017, the K-Line Group of Companies provides complete, one-source solutions for the high voltage and related sectors. Comprised of eight industry-specific divisions, we offer one-source expertise in engineering, design, procurement, construction, commissioning and maintenance of high voltage power delivery systems, including temporary power services, independent laboratory testing and complete fleet repair and refurbishing services. K-Line was established in 1967 and is registered to the ISO 9001 Quality Management Standard and OHSAS 18001 Health and Safety Management Standard.

*The K-Line Group is an equal opportunity employer. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.*

*We thank all applicants for their interest in this opportunity. Only those candidates who are selected for an interview will be contacted.*

