



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:

OPERATIONS COORDINATOR

Responsibilities

- Embrace and promote company values of safety, quality, integrity, operational excellence, and client satisfaction
- Responsible for planning and executing high voltage projects with multiple stakeholders including but not limited to, clients, municipalities, regulatory bodies, police, subcontractors, third parties
- Coordinate applicable permits, including but not limited to, Road Occupancy Permit (ROP), municipal consent (MC), traffic plan (Book 7), railway and MTO crossing and/or encroachment, Electrical Safety Authority (ESA), municipal and/or provincial police
- Prepare, submit, and manage Ontario One-Call locates for assigned projects
- Issue purchase orders and manage subcontractor performance as required by project scope, including review of requirements and proposals prior to scope award
- Identify material requirements, issue purchase orders and track deliveries in support of a just-in-time model, expedite and find alternatives as needed
- Prepare weekly client billing, identify and manage change orders, review and communicate progress, support accounting team by supplying information on receivables/payables as requested
- Provide support to all teams including but not limited to, accounting, fleet, facilities, etc.
- Participate in brainstorming activities, support and engage in respectful creative abrasion during meetings, acknowledge accomplishments of colleagues
- Requires travel to work sites on occasion



Experience & Education

- Minimum two (2) years' experience in High Voltage industry
- Post-Secondary education in Business Administration or related program is required
- Completion of relevant education (Project Management/Operation Management) is an asset

Skills

- Keen eye for detail
- Highly organized with ability to multitask, adapt to changing environment, and prioritize
- Strong interpersonal skills and ability to collaborate with different stakeholders
- Must be able to seamlessly switch back and forth between individual and team deliverables
- Portfolio of experience with client and cloud-based software; should include tools for word processing, tabulation, presentations, CAD, and drawing markups
- Should be comfortable with reviewing and interpreting CAD drawings

To Apply

To learn more about The K-Line Group of Companies and career opportunities, please visit our website at www.k-line.ca. Interested candidates are invited to submit a resume to: 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.

