

## **Project Coordinator/Engineering Technologist**

Collicutt Energy Services Corp, a leader in the power generation and natural gas industry, is currently seeking a Project Coordinator/Engineering Technologist for our Red Deer Head Office to join our team. We are looking for someone who is ready for the opportunity to grow with the company and challenge themselves.

### **The successful candidate will be responsible for:**

- Preparing cost estimates by analyzing project specifications and drawings and other requirements
- Responsible and accountable for the accurate detailed timely preparation of estimates
- Managing project from point of sale to delivery
- Providing cost analysis/projections, design recommendations, systems integration and commissioning criteria, etc., as requested by sales and operations personnel
- Hands on assistance during project builds if needed
- Timely responses to inquiries and questions related to project status/specifics and provide regular status update reports as needed
- Determining part costs by studying models and materials list
- Developing timely and accurate estimates to create competitive bids
- Analyzing blue prints, drawings and other documents to prepare time, cost, material and labor estimates
- Checking scope of work for completeness, coordinating bidding and review prices
- Coordinating with technical staff or vendors/partners to develop accurate, complete and timely preparation of estimates and responsibilities
- Performing accurate, thorough, timely and quality takeoffs using company format
- Attending project site pre-bid meetings, site tours and post bid interviews as required
- Soliciting, receiving, analyzing and checking for completeness for any outside vendor quotations
- Ensuring that projects activities are consistent with the project objectives and that objectives can be met with available resources
- Identifying 3rd party contractors, internal and external supplier requirements to develop procurement plan
- Working closely with inspectors, third party contractors, vendor/contractor qualifications
- Implementing improved processes and management methods to generate higher corporate profitability and workflow optimization; provide leadership for optimization of company facilities and equipment; lean thinking

### **The position requires:**

- C.E.T. OR M.E.T.
- Experience preparing estimates and producing detailed proposals in support of our negotiated value added business beyond bid and spec
- Must be able to read specifications, schematics, P&IDs. Isometric and Mechanical equipment drawings and other related details that describe the scope of supply
- Highly skilled in work planning, budgeting, scheduling, measuring and monitoring of resources
- Experience preparing conceptual and detailed estimates of power generation equipment, specifically diesel, gasoline and gas standby and prime generators, ATS, Switchgear, grounding systems, weather/sound attenuated enclosures, control and communication systems for power generation projects is a plus
- Strong organizational capabilities to ensure successful delivery and implementation of projects by effectively managing multiple tasks and timelines
- Sales experience and the desire to sell is an asset
- Ability to read, write and communicate in a professional manner
- Strong aptitude for details
- Self-motivated and able to work independently and multi-task concurrently
- Excellent customer service and interpersonal skills, maintain effective working relationships with contacted in the course of work, both externally and internally, including all levels of management
- Clean and valid driver's license and ability to travel
- Ability to pass pre-employment medical/physical testing as well as provide a clean criminal record check
- Higher level computer skills

This is an excellent opportunity to join a dynamic and growing organization. The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

If you are interested in this exciting opportunity that offers endless learning opportunities, a safety first philosophy, mutual commitment, fun, and community involvement, then don't wait any longer! Come be part of our FAMILY.

Please submit your resume to Human Resources, along with your salary expectation, and availability date by responding to this ad.

No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~  
~ It's Fun to Win ~ Finding a Better Way

