JOB DESCRIPTION

Job Title: **Infrastructure Coordinator**   **Position Number:** **90-12**

Incumbent: **Vacant**   **Effective Date:** **February 2026**

Status: **Permanent**   **Pay Level** **9** **Bargaining Unit:** **X** Yes ___ No

Supervisor's Title: **Manager, IT**   **Department:** **Information Technology**

SUMMARY

The Infrastructure Coordinator is responsible for the coordination, governance, and lifecycle management of Yukon Energy's IT and OT infrastructure environment.

This role ensures enterprise infrastructure platforms, including computers, network, storage, and hybrid cloud systems, are planned, maintained, and evolved to meet reliability, cybersecurity, and operational resilience requirements.

The position plays a key role in aligning infrastructure strategy with corporate priorities, supporting capital planning, managing risk, and ensuring adherence to technical standards and regulatory expectations across both corporate and operational technology environments.

DESCRIPTION

1. Infrastructure Planning & Lifecycle Governance
- Coordinate planning, scheduling, and lifecycle management of IT and OT infrastructure (servers, storage, network, virtualization, cloud).
- Track asset age, capacity, performance, and refresh requirements.
- Support infrastructure roadmaps, capital planning, and sustainability initiatives.
- Maintain accurate inventories, technical documentation, and lifecycle records.
- Provide regular status updates and lifecycle reporting to leadership.

2. Operational Coordination & Risk Management
- Coordinate infrastructure deployments, upgrades, and maintenance activities.
- Act as central coordination point for infrastructure-related changes.
- Identify and track infrastructure risks (capacity, lifecycle gaps, cybersecurity exposure).
- Support backup, recovery, and disaster recovery readiness.
- Participate in infrastructure-related incident coordination and continuous improvement efforts.
- Ensure compliance with governance, cybersecurity, and regulatory standards.

3. Cross-Functional & Vendor Collaboration
- Collaborate with IT, OT, Engineering, Operations, and Cybersecurity teams.
- Coordinate vendor engagements and track performance.
- Support procurement processes, RFP development, and contract alignment.
- Track infrastructure expenditures, renewals, and project costs.
- Communicate technical updates clearly to both technical and non-technical stakeholders.
- Other duties as needed.

EDUCATION AND EXPERIENCE

- Diploma or bachelor's degree in Information Technology, Computer Science, Network Administration, or other related field.
- Experience working in an electrical utility an asse
- Experience working/supporting SCADA and OT environments an asset

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KNOWLEDGE AND SKILLS

Technical Knowledge

- Strong working knowledge of enterprise infrastructure environments including Active Directory, Windows Server roles, virtualization platforms (e.g., VMware, Hyper-V, Nutanix), enterprise storage systems (SAN/NAS), and hybrid cloud platforms such as Microsoft 365 and Azure.
- Practical understanding of networking principles including IP addressing, VLAN segmentation, routing, DNS, DHCP, firewall rule structures, VPN technologies, and network security zoning concepts.
- Familiarity with enterprise backup and recovery platforms and disaster recovery planning practices.
- Understanding of cybersecurity fundamentals including patch governance, least privilege access, secure configuration baselines, endpoint protection, and infrastructure risk reduction practices.
- Awareness of IT/OT network segmentation and operational technology infrastructure concepts.
- Experience working within structured IT Service Management (ITSM) environments including incident, problem, and change management processes.

Professional & Coordination Skills

- Strong coordination and scheduling ability to align infrastructure activities across multiple teams and vendors while minimizing service disruption.
- Ability to assess operational data and identify lifecycle risks, capacity concerns, and improvement opportunities.
- Strong documentation and knowledge management skills, including infrastructure diagrams, standards documentation, and lifecycle records.
- Effective written and verbal communication skills, with the ability to translate technical concepts for non-technical stakeholders.
- Experience supporting procurement, vendor coordination, and contract alignment activities.
- Strong organizational skills with the ability to manage competing priorities in a dynamic operational environment.

WORKING CONDITIONS

- Primarily based at Yukon Energy's Whitehorse headquarters within office and data center environments.
- Occasional access to operational and field sites including substations, hydro facilities, and the Takhini data center.
- Standard business hours (Monday to Friday) with flexibility required to support planned maintenance windows or emergency response activities outside regular hours.
- Moderate physical effort may be required, including installation or movement of IT and network equipment in equipment rooms or confined spaces.
- Occasional territorial travel required.
- Strict adherence to corporate safety procedures, cybersecurity policies, and critical infrastructure protection standards is mandatory.