



JOB DESCRIPTION

Job Title: Coordinator, Mechanical Projects **Position Number:** 95-11

Incumbent: Vacant **Effective Date:** _____

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

Supervisor's Title: Project Manager **Department:** Engineering & Capital Projects

SUMMARY

The Mechanical Project Coordinator will work in a team-based environment under the supervision of the Project Manager and provides technical, design and project management services throughout all stages of assigned capital and O&M mechanical projects on Yukon Energy facilities. All work shall be carried out and properly documented in accordance with standards and Yukon Energy's policies, guidelines and procedures.

DESCRIPTION

1. Safety & Compliance:

- Follow approved Safe Working Plans and worker-/operator-administered protection plans.
- Adhere to Yukon Energy's safety standards, policies, guidelines, and procedures.

2. Project Identification & Justification:

- Identify, justify, and compile background data for proposed capital and major O&M projects.
- Research and develop business cases for alternative solutions to determine optimal project approaches.

3. Scope, Cost Estimation & Scheduling:

- Prepare mechanical/civil technical scopes of work, cost estimates, and project schedules.
- Coordinate cost-and-schedule inputs with stakeholders to ensure realistic planning.

4. Procurement & Tendering:

- Develop specifications and tender documents for capital and major O&M projects.
- Evaluate contractor submissions and oversee award processes.

5. Project Execution & Coordination:

- Coordinate planned and unplanned maintenance work with Operations departments, ensuring minimal disruption to generation units.
- Supervise construction, perform on-site inspections, and verify compliance with project specifications.



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6. Problem Solving & Commissioning:

- Propose and implement solutions to technical or construction-phase issues.
- Participate in commissioning new installations and develop operating procedures for modified systems.

7. Close-Out & Turnover:

- Support project close-out activities, including documentation, asset turnover, and training of operations staff.

8. Technical Support & Confidentiality:

- Provide ongoing mechanical/civil technical support as required.
- Maintain confidentiality of all corporate information and adhere to corporate policies.

9. Other Related Duties:

- Perform additional duties as assigned to support Yukon Energy's objectives.

KNOWLEDGE, SKILLS, AND ABILITIES

Education:

- Two-year engineering technology diploma in Mechanical Engineering or related discipline or equivalent
- Journeyman Heavy-Duty Mechanic or Millwright certification

Experience:

- Minimum five years' related experience in a utility or heavy-industrial environment
- Demonstrated construction-site supervisory and project-management experience
- Understanding of hydro unit isolation (asset) is an asset

Skills & Technical Proficiency:

- Proficient with Microsoft Project, Office 365 suite, and SharePoint
- Strong troubleshooting and problem-solving skills
- Excellent client-service orientation and interpersonal communication
- Commitment to safe work procedures and environmental processes
- WHMIS certification and familiarity with health, safety, and environmental regulations
- Certifications & Training:
- Valid Class 5 driver's license (required)
- Willingness to obtain Advanced First Aid, fall-arrest, and confined-space entry training



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Key Competencies:

- Project Management: Plan, execute, and close projects on time and within budget.
- Mechanical Expertise: Deep understanding of mechanical and civil systems in utility environments.
- Safety Focus: Prioritize safety in all activities, promoting a safe work culture.
- Analytical Thinking: Evaluate alternatives and troubleshoot complex technical challenges.
- Collaboration: Work effectively across multidisciplinary teams and remote sites.

WORKING CONDITIONS

The role involves frequent exposure to industrial plant settings, including working at heights, entering confined spaces, and enduring a range of outdoor weather conditions during fieldwork or travel

This job requires that you:

- travel alone to isolated communities,
- work in adverse weather conditions,
- climb and work at heights,
- work with chemicals, oils, and solvents,

In addition, this position requires extended periods away from Whitehorse (Head office) due to the remote location of hydro assets and camp-based work activities. Travel to and work at remote sites, including overnight stays at campsites or company housing, is a routine aspect of this role.