



## JOB DESCRIPTION

**Job Title:** Coordinator, Civil Projects      **Position Number:** 95-38  
**Incumbent:** Vacant      **Effective Date:** June 2026  
**Status:** Permanent    **Pay Level** 9    **Bargaining Unit:** X Yes    No  
**Supervisor's Title:** Project Manager      **Department:** Engineering and Capital Projects

### SUMMARY

Participates as a member of the Engineering and Capital Projects team, providing technical, coordination, and project management support throughout all stages of assigned civil infrastructure and capital projects. The role includes field coordination, contractor oversight, construction activities, and documentation associated with civil works, including earthworks, structural, roadworks, and hydraulic infrastructure. The Civil Coordinator works closely with internal stakeholders, consultants, contractors, and operations staff to support safe, efficient, and cost-effective project delivery. All work shall be carried out and properly documented in accordance with applicable codes, standards, environmental requirements, and Yukon Energy's policies, guidelines, and procedures.

### DESCRIPTION

#### Project Development & Delivery

- Identifies, justifies and provides background data for proposed capital projects.
- Prepares civil technical scopes, cost estimates and schedules on all assigned capital projects.
- Develops specifications and tender documents for issue, evaluates submissions and supervises assigned capital projects.
- Researches and develops business cases for alternatives to determine optimal solutions for assigned capital projects.
- Coordinates outages and water management with the Operations department.
- Supports project close out, including documentation and asset turnover and training.

#### Construction Management & Field Oversight

- Represents Yukon Energy in the field by overseeing construction activities and monitoring prime contractor performance to ensure alignment with drawings, specifications, and contract requirements.
- Verifies field quantities, installed work, and reported progress, and identifies discrepancies between completed work and contractor submissions.
- Maintains detailed site records, including daily reports, production tracking, site conditions, and resource utilization to support project monitoring and decision-making.
- Conducts site inspections to confirm construction quality, compliance with design intent, and adherence to applicable standards, permits, and regulatory requirements.

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- Coordinates with the prime contractor, consultants, and internal stakeholders to support resolution of field issues and maintain progress against project schedule and quality objectives.
- Proposes solutions to problems that arise during construction.
- Supports multiple concurrent work fronts as required, ensuring consistent inspection coverage, communication, and documentation across project areas.

### **Contract Administration, Quality & Project Controls**

- Supports contract administration activities, including review of RFIs, submittals, change requests, and construction documentation.
- Monitors QA/QC processes, ensuring required inspections, testing, material certifications, and documentation are completed in accordance with project requirements.
- Tracks labour, equipment, and material usage (LEM) to support progress reporting, cost control, and validation of contractor invoices under unit rate and time-and-material contracts.

### **Safety & Corporate Responsibilities**

- Supports Yukon Energy's safety objectives by monitoring contractor adherence to approved safety and environmental plans and escalating significant risks or incidents as required.
- Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines.
- Other related duties.

<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>
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- Diploma or degree in Civil Engineering, Civil Engineering Technology, Construction Management, or a related field, or equivalent combination of education and field experience.
- Registration, or eligibility for registration, as a Civil Engineering Technologist (CET) or Engineer-in-Training (EIT) would be considered an asset.
- Experience in heavy civil construction (e.g., earthworks, excavation, drill and blast, concrete works), preferably within hydroelectric, utility, or large infrastructure projects.
- Demonstrate construction site supervisory and project management skills.
- Experience in field-based construction oversight, including monitoring contractor performance, productivity, quality, and construction progress.
- Experience tracking labour, equipment, and materials (LEM), supporting progress reporting, quantity tracking, and invoice validation.
- Strong organizational, coordination, and documentation skills, including maintaining daily reports, field records, and construction documentation.
- Strong communication and interpersonal skills, with the ability to work effectively with contractors, consultants, operations staff, and project stakeholders.
- Commitment to safe work practices, environmental processes and a strong understanding of construction site safety requirements and procedures.



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- Proficiency with standard computer applications, including Microsoft Office, SharePoint and construction/project documentation systems.
- Valid Class 5 driver's licence and First Aid certification (or willingness to obtain).
- Valid fall arrest training (or willingness to obtain).
- Valid confined space entry training (or willingness to obtain).

### **WORKING CONDITIONS**

This position requires extended periods away from Whitehorse (Head office/ position base location) due to the remote location of hydro assets and camp-based work activities. Traveling to and working at remote sites, including overnight stays at provided housing, is a routine aspect of this role.

The site work is primarily based in Mayo, Yukon, supporting heavy civil construction and infrastructure activities associated with capital project execution. The role requires regular field presence and coordination of construction activities, including earthworks, excavation, concrete works, roadworks, drainage, structural installations, and contractor site activities. The position involves exposure to active construction sites, heavy equipment operations, and typical construction-related conditions.

This job requires that you:

- travel alone to isolated communities,
- work in adverse weather conditions,
- climb and work at heights,
- Enter confined space

While the regular work schedule is Monday to Friday, operational requirements, construction schedules, project milestones, and site conditions may require extended periods at remote locations, overnight stays, and additional hours, including evenings and weekends, to support project delivery.

Work is primarily performed outdoors and may involve extended hours during peak construction periods, with exposure to varying weather conditions and remote northern working environments.