

# Operations Coordinator

Operations - Nanaimo, British Columbia (Hybrid)

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## **About Barkley Project Group**

Barkley Project Group (BPG) is a small consulting firm specializing in project management services for clean energy and energy efficiency projects and other community-owned initiatives. We are based in Nanaimo, BC, and currently work with more than 30 First Nations communities in British Columbia and the Yukon. We support Indigenous communities by providing project management and administration capacities on a project-specific basis. We are passionate about the work we do, and we are grateful for the opportunity to work with communities as they pursue a thriving, sustainable future for their members.

We focus on a community-centric approach, advocating for community control and ownership of their resources and projects. We also have a track record of success in securing government funding and commercial finance to support projects both large and small. Our most important guiding principle is to ensure that project benefits align with community priorities.

We offer a competitive salary and benefits package, as well as a flexible work arrangement.

Our team is diverse, multidisciplinary, and welcoming. Our company values are: Respect, Integrity, Trust, Innovation, Happiness, and Humor.

## **About the Role**

Reporting to the Operations Manager, the Operations Coordinator is responsible for the day-to-day coordination of program activities, operational data management and storage, operator supplies and equipment purchasing, contractor(s) logistics requirements, operator resource needs, operational hydrometrics, and general communication updates throughout the operations team. As an Operations Coordinator, you will be responsible for supporting members of the operations team and operators in the field and in real-time. Barkley Project Group currently manages six active hydroelectric facilities owned and operated by Indigenous Communities. This position's working conditions include in-office, from home, and on-site. Site work includes both day trips to projects on Vancouver Island and multi-day travel to remote community projects.

## **What You Will Be Doing**

Duties/responsibilities may include (but are not limited to the following):

- Support operational task management and tracking, including:
  - Reviewing local operator(s) site inspections and providing feedback/support as required.
  - Support operational data management, analysis and reporting
  - Support coordination of third-party contractors for operational activities
  - Supporting operations manager in all aspects of operational activities
- Support site visits including:
  - Fieldwork preparation
  - Travel logistics
  - Equipment and supply purchases

- System inspections and troubleshooting
  - General field support
- Support with the tracking, usage and ordering of spare parts and equipment for current and future hydroelectric facilities
- Support local operators' capacity development, including scheduling training and ensuring all certificates are up to date for plant operators.
- Support hydrometric programs including:
  - Flow measurements and monitoring
  - IFR and ramping compliance reporting
  - Data monitoring and management
  - Compliance reporting
- With the support of the operations manager, build on and improve the safety program for current and developing generating facilities.
  - Supporting site-specific safety programs, including monthly safety meetings, documentation, purchasing and maintaining safety equipment, training coordination and tracking, and supporting local operators with check-in/out procedures
  - Ensuring all operators comply with safety procedures
  - Ensuring all third-party contractors adhere to safety procedures on site
  - Support operational training program development for plant operators.
- Coordinate tasks to ensure quality, consistency, and the completion of deliverables on time and within budget.
- Maintain clear records of the tasks, activities and details of your work.
- Support project administration, including budget tracking and adjustments, schedule tracking and adjustments, client monthly reporting, funding applications/reporting, preparing and submitting deliverables, and document control.
- Adhere to all company policies and procedures, including safety.
- Contribute ideas, energy and personal commitment to help foster a positive and rewarding work environment and to help maintain and grow a successful, innovative, high-quality project management consulting practice at Barkley Project Group.

### **What You Will Need**

- Engineering background preferred
- Bachelor of Science degree would be an asset
- A trade or technical background in electrical or mechanical would be an asset.
- Previous experience in construction, operational, office management or emergency response-type environments is preferred.
- Previous experience with fieldwork or field research, an asset.
- Valid Swiftwater Rescue Training certification or willingness to obtain.
- Valid First Aid (level 2) Training certification or willingness to obtain.
- Legally allowed to work in Canada

## **Working Conditions**

- Hybrid - Desired candidate must be located within the Vancouver Island Region.
- Core work hours are 10:00am-3:00pm, Monday to Friday, 40 hours per week required
- Travel may be required to field assignments across BC, including remote communities, requiring a valid driver's license and reliable transportation

## **Compensation & Benefits**

- Compensation pay range for this position is between \$66,400-\$73,810 per year.
- 3 weeks' vacation to start
- 3 paid office closure days over the holidays
- 3 paid personal days per year in addition to 5 paid sick days
- Two weeks per year – work from anywhere in PST/MST time zone
- \$350 per year Health & Wellness allowance
- Minimum \$25 monthly cell phone allowance
- Funds towards professional development annually
- Reimbursement for full cost of professional dues each year

## **Application Information:**

If this opportunity to work with an environmentally focused, growing company with a culture that values innovative problem solving, please apply with your resume and cover letter.

We look forward to connecting with you!

*Barkley Project Group values diversity and is an equal opportunity employer. We are committed to providing an inclusive, barrier-free work environment, starting with the hiring process, and welcome interest from all qualified applicants. We thank all those who apply, but only applicants selected for an interview will be contacted. If you have any questions about the job posting or the process, please reach out to [hr@barkley.ca](mailto:hr@barkley.ca).*