

JOB TITLE	Operations Coordinator
DEPARTMENT	Operations
REPORTS TO	Operations Manager
DIRECT REPORTS	None
STATUS	Part-Time, Permanent (28-30 hours/week)

About the Role

Reporting to the Operations Manager, the Operations Coordinator is responsible for the day-to-day operational duties, including coordination of program activities, resources, operator supplies and equipment purchasing, logistics, meeting coordination, meeting minutes, and general communication updates throughout the operations team. As an Operations Coordinator, you will be responsible for supporting members of the operations team, including the local operators on site. Projects include operating small hydroelectric facilities and microgrids in remote communities. This position's working conditions include in-office, from home and some on-site time. Site work includes both day trips to projects on Vancouver Island and multi-day travel to remote communities.

What You Will Be Doing

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

- **Safety**
 - With support of the operations team, build on and improve the safety program for current and developing generating facilities.
 - Site safety – track safety equipment, ensure all safety policies are up to date, ensure all operators comply with safety procedures, and ensure all third-party contractors adhere to site safety requirements. Perform site inductions.
 - Support operators with check in/out procedures.
- **Planning**
 - 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.
 - Track and build annual project operating budgets.
 - Support funding applications.
 - Review and improve operational procedures and policies.
- **Coordination**
 - Plan and schedule routine plant maintenance activities with third-party contractors.
 - Review operator(s) site inspections and provide feedback/support as required.
 - Support tracking, usage, and ordering of spare parts and equipment.
 - Assist with data collection and analysis.
- **Training**
 - Support operational training program development for plant operators.
 - Schedule training and ensure all certificates are up to date for plant operators.
- **General**
 - Coordinate tasks to ensure quality, consistency, and the completion of deliverables on time and within budget.

- Maintain clear records of tasks, activities, and work details.
- 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.

Skills and Abilities

- Self-motivated and passionate about renewable energy, operational systems, innovation, climate action, energy efficiency, and Indigenous rights.
- Familiarity with Indigenous cultures and perspectives, and respectful engagement with First Nations communities.
- Strong reasoning and critical thinking skills.
- Powerful capacity for reactive problem-solving and proactive problem prevention.
- Exhibits a general 'solutions-oriented' mindset.
- Proven ability to work independently with minimum supervision.
- Comfortable ordering and purchasing operational supplies and tools.
- Capable of working outdoors in inclement weather.
- Effective communication and relationship-building skills.
- Strong capacity for taking initiative, improving workflow, and streamlining processes.
- Demonstrated ability to prioritize, multitask, work under pressure, and meet deadlines.
- Organized with strong attention to detail.
- Ability to adapt to and manage changing priorities and emergency response scenarios.
- Positive, supportive, and professional attitude towards coworkers and clients.
- Comfortable working both collaboratively and independently.
- Upholds high personal standards of respect and integrity.
- Proficient computer skills and familiarity with Microsoft Office Suite.

Education & Experience

- High school diploma or equivalent required.
- Post-secondary education is an asset.
- Experience working in a project-based consulting environment is a strong asset.
- A trade or technical background in electrical or mechanical would be an asset.
- 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.
- Valid Class 5 BC Driver's Licence.

Work Environment

- Largely remote work environment, with the ability to work from home and in-office as required.
- The role supports billable project-related work through project coordination and administrative support.
- Core work hours are 10:00am-3:00pm, Monday to Friday.
- The anticipated schedule is 3–4 days per week, approximately 28–30 hours per week, and may vary based on operational and project requirements.

- Travel may be required to field assignments across BC, including remote communities, requiring a valid driver's license and reliable transportation.
- Rate of pay: \$28.40–\$31.94 per hour, based on qualifications and experience.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this work. This is not intended to be an exhaustive list of all duties and responsibilities. Barkley Project Group management reserves the right to amend, change, add or remove responsibilities to meet business and organizational needs as necessary, in accordance with applicable Employment Laws "notice to employee requirements".

Employees have the right and responsibility to ensure their own healthy and safe work environment by exercising their right to: "Information, Instruction and Training", "Refuse Unsafe Work" and "Participate in Workplace OH&S Programs", as outlined in the Workers' Compensation Act with WorkSafeBC or any other laws or regulations, both Provincially and Federally governing Barkley Project Group. It is intended that all tasks and responsibilities are performed by staff in a manner that ensures their safety and health, and that of their co-workers.

In the outlined duties in this job description, it is highly probable that the employee will be exposed to very confidential and sensitive information. Therefore, it is intended that employees who fulfill these tasks will do so with the strictest confidentiality as outlined in Barkley Project Group's Confidentiality Policies, the Privacy and Confidentiality Act and any other applicable laws or regulations, both Provincially and Federally governing Barkley Project Group and its employees.

Application Information

If you're interested in working 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.