



Field Design Coordinator

Nature of Work

Reporting to the Technical Design Manager, the Field Design Coordinator will support new and exciting company FTTH projects by providing critical field design and detailed addressing information to the design, project and sales teams.

Working in a team environment, the Field Design Coordinator will be responsible to travel to project locations, markup desktop designs to match on-the-ground conditions and permit authority requirements, capture a detailed record of total homes, businesses and addresses within the planned build area and conduct as-built data capturing as needed.

In this role you will be given the opportunity to collaborate with, and support, multiple departments within CityWest in the delivery of our FTTH projects. You are fun, passionate, and caring and driven to provide the best customer experience in everything you do within the communities that we serve.

Accountabilities

- Conduct field work, as necessary, to:
 - Survey and document existing utility and infrastructure assets (poles, water, sewer, culverts, bridges, etc.)
 - field fit, mark up, desktop FTTH designs.
 - capture detailed home counts and associated addressing, including MDUs, within a build area.
- Ensure all design mark ups adhere to CityWest build methodologies as well as permit authority requirements by consulting the design, project management and construction teams.
- Create and refine community address lists as the project design develops and pass on completed accurate list to project department when completed.
- Create, contribute to, and manage appropriate project documentation, processes and procedures based on industry best practices.
- Create and deliver regular project status update reports to Management and/or key stakeholders.
- Attend and contribute to Project Management and other City West departmental meetings.
- Travel to project locations as required, this role is very travel heavy, applicants must be willing to travel across BC for extended periods of time.
- Represent, promote, and practice company values and a safe work environment.

Education, Training and Experience

- Certificate or Associate degree in drafting, surveying, related field or sufficient job experience
- A minimum of 2-3 years telecommunication experience is preferred
- Proficiency with Microsoft Office 365 Suite - Excel, Word, Outlook, Project and PowerPoint
- Experience with AutoCAD, Google Earth Pro, and GIS systems using ESRI ArcMap products will be considered an asset
- A valid Class 5 driver's license is required

Skills and Competencies

- Detail oriented with strong organizational, time management and project management skills
- Demonstrated ability to review and understand FTTH construction plans
- Demonstrated ability to effectively organize and prioritize work in a timely manner
- Capable of multi-tasking numerous projects at once and working within deadlines
- Proven ability to work under tight deadlines
- Demonstrated ability to anticipate and promptly identify potential problems and take corrective action before they become issues by using analytical skills to reach a logical conclusion
- Ability to develop collaborative working relationships with other teams or groups to achieve goals
- Must have demonstrated excellent human relations, influencing, communications and listening skills to deal effectively with all levels of employees, management, vendors, and customers

Expectations

- We offer a competitive compensation and comprehensive benefits package for the successful candidate
- Willingness to travel across the communities within CityWest's operating area
- This position can be based in any of CityWest's offices or remotely within BC