



## Project Coordinator

Project Management Office  
Full-Time Determinate 12 Months

### About Us

SNOLAB is an international facility for world-class underground physics research and has an expanding program in astroparticle physics and underground science. Located in an air-conditioned clean room campus 2 km underground in the Vale Creighton Mine near Sudbury Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments focusing on neutrino studies and the search for galactic dark matter.

### The Position

Reporting to the Project Manager, a Project Coordinator at SNOLAB are responsible for the coordination of multi-disciplinary teams to deliver experiment development and construction projects to meet mission needs within critical technical, time and budgetary constraints. Projects can include experiment detector installations, supporting infrastructure and utilities, and facility infrastructure and improvements. The coordinators facilitate the project through the lifecycle process, requiring the organizing of reviews, checking drawings, technical design reports, hazard assessments and project implementation plans. During construction and installation phases the position will coordinate between experiment collaborations, facility groups, contractors, and logistics, and oversee construction activities.

Successful Project Coordinators at SNOLAB will:

- Liaise with experiment and facility groups in the planning and design stage of projects.
- Provide input on projects constructability and maintenance.
- Develop installation plans and budget estimates.
- Support contractor procurements, preparing scopes of work and documentation, managing site visits, and bid evaluations.
- Review designs, drawings, construction plans, and hazard assessments.
- Manage vendor fabrications, and on-time deliveries.
- Oversee project construction, coordinating with user and facility groups, contractors, vendors, logistics, inspectors, and supervision as needed of construction crews.
- Provide leadership, direction and oversight for safety on the project, ensuring compliance and reporting as per SNOLAB policies and procedures.
- Check and maintain documentation including project records, change orders, progress reports, inspections, invoices, lifecycle documents, safety and quality assurance.
- Participate in hazard and safety assessments, and project technical and installation reviews.
- Communicate efficiently and effectively with scientists, SNOLAB management, project managers, university administrators, engineers, technologists, vendors, and contractors.



## Criteria

### Education:

- Post-secondary diploma or degree in a relevant trade, engineering or science field.
- Certified or eligible for certification as a Professional Engineer of Ontario or a Certified Engineering Technologist is a considerable asset.
- PMP or CAPM accreditation is an asset.

### Experience:

- Field experience in project coordinator or project manager roles.
- Demonstrated technical and mechanical capabilities.
- Experience supervising vendors and contractors.
- Experience in estimation and budgeting would be an asset.
- Experience in structural, electrical, civil, process, rigging, and/or welding is considered an asset.

### Salary Range

Salary will be determined by qualifications and experience. Salary ranges from \$81, 370-\$95,474 and includes an attractive benefits package. Relocation assistance will be determined in accordance with SNOLAB policies.

### To Apply

All applications must be submitted to [jobs@snolab.ca](mailto:jobs@snolab.ca). **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Interested candidates should include a cover letter and resume.

### Closing Date

The posting will remain open until the position is filled, but a review of applications will commence **Friday November 8th, 2024.**

SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs.

Further information about SNOLAB may be found at [www.snolab.ca](http://www.snolab.ca)

**Posting Date: Friday October 25<sup>th</sup>, 2024**

