



Senior Project Coordinator (\$68,000-\$105,000/per year)

Summary/Objective

EDM International, Inc. is seeking a Senior Project Coordinator. This position will provide project specific project management leadership initially for the implementation of engineering & technical solutions, design and construction, system hardening, inspection and maintenance, and vegetation management recommendations associated with Public Service of New Mexico's (PNM) wildfire mitigation program (WMP). Effectively collaborate with internal departments, stakeholders, cross-functional teams, and vendors to define requirements, assess alternatives, and present solutions to work execution challenges with an overarching emphasis on risk management. Responsible for estimating, budget control, resource planning and work order management. Single point of contact for various stakeholders involved with the implementation of WMP recommendations.

Essential Duties and Responsibilities:

- Develop and maintain project parameters for project requirements as defined by EDM's project lead and client (initially PNM).
- Assist with information gathering and field reconnaissance to support project activities.
- Assist with T&D facility inspections.
- Manage and coordinate all activities leading to the successful completion of projects including project scoping, timelines, cost estimates.
- Write work orders (initially in PNM's Maximo system) and order material for wildfire mitigation projects.
- Reconcile and close work orders.
- Assist client standards department in the writing of wildfire mitigation standards.
- Assist with management of project data.
- Coordinate with line crews.
- Perform quality control functions for materials, components, and completed T&D projects.

Qualifications/Education/Experience:

- Able to communicate effectively with a diverse audience with different levels of education and expertise verbally and in writing.
- Able to present to a large audience.
- Works well one-on-one and in groups.
- Knowledgeable of electric T&D equipment and facilities.
- Preferred skills: Good written communication skills; computer programs: MS Office products, Maximo experience a plus; GIS literate (ESRI a plus); project management software knowledge; budget management skills; T&D experience (e.g., wildfire mitigation, design, construction, maintenance, vegetation management, and LiDAR) a plus.
- Minimum 6-8 years' experience managing complex technical and/or civil construction projects with three or more simultaneous work streams. Responsible for \$50 million or more.
- Minimum 6 years utility transmission/distribution construction, operations and maintenance.
- B.S. in technical field (engineering preferred), business management or equivalent field experience required.
- Project management certification preferred, equivalent experience with customer approval.
- Solid understanding and practice of basic project management skills is essential.
- Must be able to understand, interpret, and communicate project requirements, objectives, and instructions clearly and accurately.



- Must be able to understand, interpret and apply technical information (e.g., drawings, standards, etc.)
- Demonstrated ability to work effectively with clients, staff, executives, and field employees.
- Must have exceptional interpersonal and communication skills, strong problem solving and multi-tasking abilities and show attention to detail, including technical writing proficiency.
- Must be able to work alone, outdoors in various weather conditions and terrain.

Competencies:

- Technical Orientation
- Adaptable and Able to Deal with Ambiguity
- Results Driven
- Customer Focus
- Schedule Focus
- Team Player/Team Builder
- Fosters Partnering Relationships
- Process Management Orientation
- Excellent written & verbal communication skills
- Problem Analysis & Critical Thinking

Supervisory Responsibility:

- There are no supervisory responsibilities for this position.

Work Environment:

- Prefer to be embedded onsite at least part time and remote the remainder of time (initially at PNM in Albuquerque). Initial time onsite may require up to a couple of weeks for training and initiation.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This job may also work in an outdoor field environment; vehicle and foot patrol of utility power lines; remote locations as well as urban, city environment; physical demands and travel from site to site, including walking/hiking on various surfaces including flat, dry, wet, slippery, uneven, rough, steep terrain, hills and slopes; exposure to noise, dust, grease, and all types of weather and temperature conditions; exposure to hazardous traffic conditions.

Position Type/Expected Hours of Work:

- This is a full-time exempt position.
- Travel is required, expected to comprise approximately 25-50 days per year (travel to project sites and some overnight travel).

Physical Demands:

- Physical requirements include walking, sitting for long periods of time, manual dexterity, hearing, seeing, lifting, and driving a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually quiet.
- The employee must have sufficient physical ability and mobility to work in a field environment; to walk, stand, sit, and operate a motor vehicle for prolonged periods of time; to frequently stoop, bend, kneel, crouch, climb, reach, twist, grasp and make repetitive hand movement in the performance of daily duties; carry, push and/or pull light to moderate amounts of weight (5 to 10 lbs.); to operate assigned equipment and vehicles; ability to see and hear in normal range with or without correction; operate assigned field equipment.

Other Duties

The above job description is not intended to be an all-inclusive list of duties and standards of the position. This person in this position will follow any other instructions, and perform any other related duties, as assigned by their supervisor. Duties, responsibilities, and activities may change at any time with or without notice.

Company Overview:

Since EDM's incorporation in 1982, the key to the success of our consulting, research, and development services has been our team of dedicated professionals and support staff chosen for their unique yet complementary abilities. Headquartered in Fort Collins, CO, with offices in Billings, MT, San Diego, CA and Phoenix, AZ, EDM has become the leader in the electric utility, energy, construction, and communication industries. In working with EDM, you will find an emphasis on personal service and satisfaction - accomplished by working closely with our clients to jointly achieve project goals.

We are family-oriented, employee-owned company and offer exciting opportunities with an excellent compensation and benefits package, ongoing growth potential and a strong work/life balance.

Some of the many benefits of working for EDM include:

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| Competitive pay | Opportunities for advancement |
| Health Insurance | CPR Training |
| Vision, Dental & Life Insurance | Wellness Program |
| 401(k) with company matching | Tuition Reimbursement |
| Bonus and Incentive Compensation | Business and Professional Development |
| Paid Leave (Holiday, Vacation, Sick, etc.) | |

<https://edmlink.com>

To Apply:

Please email resume, cover letter describing relevant experience and reason for interest in the position to jobs@edmlink.com. No phone calls please.

EDM International, Inc. fosters a diverse and inclusive workplace and is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.