



POSITION TITLE: Project Engineer **LOCATION:** Calgary, Alberta, Canada

SUMMARY OF POSITION/ POSITION DUTIES:

a. Project & Technical Responsibilities

- (1) Coordinate evaluation and approval of engineering data in accordance with the requirements and guidelines of the regulatory agencies, when applicable.
- (2) Lead the project launch.
- (3) Plan, Monitor and execute the project.
- (4) Identify team members in consultation with any Supervisors or Management.
- (5) Maintain communication with the Project Manager and Project Team.
- (6) Identify hazards to project performance.
- (7) Maintain a task files.
- (8) Convene and attend project meetings.
- (9) Coordinate and ensure effective and efficient allocation of team resources to meet cost and schedule.
- (10) Ensure team activities and deliverables are achieved within budget and schedule.
- (11) Produce, maintain and update a project plan using the project management process.
- (12) Establish Team Measures of Performance (MOP) to ensure performance objectives are achieved.

b. Administrative Responsibilities

- (1) Coordinate with other corporate departments, subcontractors and other external agencies.
- (2) Compile and submit proposals for review by the Project Manager.
- (3) Approve overtime work in consultation with PM.
- (4) Approve time cards in accordance with project schedule activities.
- (5) Identify and track the teams performance of all hours within the team project boundaries and schedule.
- (6) Inform Program Manager of team activities.
- (7) In a company project, attend project meetings as the team representative.

c. Training Responsibilities

- (1) Enhance a project team member's project management and technical skills through training and work opportunities.
- (2) Ensure team members are qualified to perform the required tasks.

QUALIFICATIONS: Min 5 Years Project Management experience with supporting references. Aeronautical Engineering Degree and/or Mechanical Engineering Degree with 5 years experience with supporting references.

CERTIFICATES / RATINGS REQUIRED: Bachelor degree in aerospace mechanical and/or structures, or related degree

ELIGIBILITY OF APPLICANTS (Check all that apply)		<input checked="" type="checkbox"/> CITIZEN	<input checked="" type="checkbox"/> PERMANENT RESIDENT	AUTHORIZED WORK STATUS (OPT/H1B)	
TRAVEL?	<input checked="" type="checkbox"/> YES	NO	RELOCATION?	<input checked="" type="checkbox"/> YES	NO
INTERVIEW TYPE	ON-CAMPUS		<input checked="" type="checkbox"/> TELEPHONE	<input checked="" type="checkbox"/> COMPANY SITE	