



Project Support Coordinator – Calgary or Houston

Certarus Ltd (“**Certarus**”) is the North American leader in the delivery of natural gas. Certarus is a private company with a history of proven success in Canada and the USA. We are a progressive, high growth company with a market capitalization in excess of \$400MM, over 190 employees in 9 states and provinces, and a business that has doubled in scale over the last year and continues to grow. From sourcing and compression to transportation, delivery and decompression, our company provides logistics and monitoring of our end-to-end compressed natural gas (CNG) solution. For more info, check out <http://www.certarus.com>

Summary

The Project Support Coordinator will be responsible in assisting with the development of the CNG delivery program in temporary and permanent compression facilities in Canada and the USA. The goal of this team is to execute each new project with a well thought out plan and consistent project deliverables. This position will report directly to the Project Support Manager.

Job Description

Responsibilities for the Project Support Coordinator include but are not limited to:

Program Development Support

- Work within structured project support plans to coordinate installations of Permanent and Temporary Compression Hubs in Canada and the USA.
- Suggest improvement measures to increase efficiency of projects and promote Certarus Core Values.
- Work closely with team members to complete work and report progress.

Plan Project Resources:

- Achieve the goals and the objectives of projects that align with Certarus' overall business strategy.
- Understand the project scope and determine what resources are available.
- Work within estimated time lines and budget.
- Monitor and report on the project progress.
- Suggest equipment revisions and updates to the Project Support Manager.
- Assist Operations in the execution of changes to equipment planning, training, scheduling and recording via work orders.

Assist with Project Team Development:

- Assist in assembling a skilled and experienced team with a combination of existing and new people.
- Help train and mentor new team members.

Time Management:

- Estimate task duration to develop and maintain realistic schedules.

Budget:

- Assist making accurate project estimates.
- Monitor actual spending as compared to the planned budget and adjust accordingly.

Quality, Environment, Customer, Safety and People:

- Meet or exceed Certarus and Industry standards. (Simplicity & Reliability)
- Minimize environmental impacts. (Protect The Environment)
- Innovate and deliver best in class service. (Customer, Customer, Customer)
- Plan for safe installation and delivery of CNG. (Safety Is No Accident)
- Encourage team members to consider Certarus Core Values when making decisions. (Winning Team)

Monitor Progress:

- Collect project data from team members.
- Measure project progress and compare metrics against the plan.
- Adjust and reallocate resources as required to stay on schedule.
- Reporting and Documentation.
- Report status updates and document progress.

General Duties:

- Ensure that internal policies and government safety and regulatory standards are met.
- Hands on role, some travel will be required.
- Will be instrumental in ensuring that the quality and execution of best practices is consistent across all hubs, new and old.
- Suggest strategic growth initiatives.
- Other special projects as assigned.

Requirements

- 5 years of oilfield experience with relevant compression and gas/trucking logistics industry experience
- Strong technical knowledge of operations (experience overseeing production, distribution and maintenance)
- Excellent communication skills, interpersonal skills and an ability to deal tactfully with a wide range of personalities
- Participative management, advocating team work and a positive atmosphere
- Strong technical expertise in the maintenance and operation of natural gas compression and piping distribution equipment
- Experience in Logistics and Dangerous Goods Transportation considered an asset
- Hold valid oilfield safety certifications – H2S, First Aid, CPR certificates, other required certifications
- Proficient in the use of computer based programs
- Candidate can be based out of the US or Canada, reporting into the Calgary Office with frequent travel required to all Certarus locations

Certarus offers a competitive compensation package, including benefits and retirement plans as well as employee ownership opportunities. Above all, we offer unlimited career advancement opportunities with a dynamic, rapidly growing organization.

Please send your resume and cover letter to: careers@certarus.com