Enbridge St. Lawrence Gas is seeking to fill the following position:

**Technical Services Coordinator**

**Primary Focus:**
Responsible for maintaining and administering company’s GIS and work management system. Also responsible for internal engineering, minor projects, transmission and distribution system analysis, maintaining facility records and managing updates to Operations and Maintenance Manual.

**Responsibilities:**
- Maintaining and administering the back end of the company’s GIS and work management system. Responsible for training, troubleshooting, and rollout of procedures for each system.
- Provide engineering support to multiple departments and assist with minor projects including:
  - Planning
  - Design
  - Permitting
  - Right of way acquisition
  - Approved materials
  - Material faults
  - Consultant liaison
  - Environmental site compliance
- Develop and maintain transmission and distribution system analysis information to better understand how gas systems operate.
- Maintain facility records to ensure all records are verifiable, traceable and complete.
- Manage all updates to Operation and Maintenance Manual. Responsible for interacting with operations department to obtain updates, revising manual and submitting to regulator as needed.

**Qualifications:**
- Bachelor of Science – Engineering or equivalent
- Satisfactory scores on job knowledge tests provided by the Company
- 3-5 Years of on the job or related work experience
- Strong understanding of code rules and Company procedures
- Strong organizational and communications skills
- IT skills with knowledge of related GIS and work management systems.

This position offers a competitive wage and benefit package including health, dental, vision, life and supplemental insurances.

Please send cover letter and resume to careers@stlawrencegas.com.