

Kinder Morgan Canada is seeking a Permit Coordinator for the Trans Mountain Pipeline Expansion Project (TMEP). In operation since 1953, the Trans Mountain Pipeline spans 1,150 kilometers from Edmonton, Alberta to Burnaby, British Columbia with a capacity of the 300,000 barrels per day. Kinder Morgan Canada recently affirmed the Final Investment Decision and announced its plans to proceed with its proposed expansion of the existing Trans Mountain Pipeline system. TMEP is approximately a \$7.4B project to increase the capacity of the Trans Mountain Pipeline System by completing the twinning of the existing pipeline.

Reporting to the Lead, Permitting, on the project team, the Permit Coordinator supports the identification and preparation of applications for permits, licenses, notifications, approvals, registrations, and other authorizations required to perform construction works and to control the overall Permit Registry for the TMEP Project.

The duties will include, but are not limited to:

- Maintaining Permitting Registers of all permits, licenses, notifications, approvals, registrations and other authorizations.
- Tracking Permit status (under preparation, lodged, obtained), key milestone dates and approval conditions.
- Maintaining copies of applications, supplementary information and granted permits on the Projects document management system.
- Maintaining an external communications log in StakeTracker.
- Preparing monthly progress reports on permitting issues.
- Supporting the TMEP team in identifying listed permit conditions as commitments.
- Maintain administrative permit application tracking and sorting tools to support permit tracking, application and regulatory review.
- Support permit applications by accessing databases, sorting and compiling information (e.g. NEB Commitments, Meeting Commitments etc.) as required.
- Maintain organization of the Permit Team SharePoint File and FTP site in consultation with Permit Coordinator and Manager.
- Prepare summaries and analysis of the tracking register to report on compliance and other statistics as directed by the Manager.
- Assist permit team in a variety of other matters such as: preparing meeting minutes (for Permit specific meetings), tracking outstanding regulator actions, preparing meeting materials and general administrative support.
- Assist in filling out and proof reading permit forms for Alberta and British Columbia regulators and municipal governments as required.

**Position Requirements:**

- Post-secondary education in business or a related field of study, preferred.
- A minimum of five (5) years in administrative capacity, with project related experience preferred.

- Sound knowledge of Canadian Federal, Provincial (AB and BC), Municipal/Regional, and First Nations permitting requirements.
- Excellent verbal and written communication skills.
- Strong organizational skills.
- Ability to attend to detail and work in a time-conscious and time-effective manner.

As an equal opportunity employer, Kinder Morgan Canada actively encourages applications from traditionally underrepresented groups, including women, Aboriginal Peoples, members of visible minorities and persons with disabilities.