



Rantec Power Systems Inc.
Los Osos, California

Title: Engineering Project Coordinator

Date: January 2026

Department: Engineering

FLSA Status: Non-Exempt

Reports To: Sr. EPM or Tech Program Mgr.

Scope

Provides organizational, administrative, and coordination support to engineering and project teams to ensure projects are executed efficiently, on schedule, and in alignment with technical, quality, and business requirements.

Essential Duties and Responsibilities

Responsible for overall project including initiation, planning, execution, monitoring and control, and closeout.

Project Coordination & Support

- Assist Engineering Project Managers with day-to-day project coordination activities.
- Support project initiation, planning, execution, monitoring, and closeout activities.
- Maintain project schedules, task lists, and action item trackers.
- Track project milestones and flag potential schedule risks to project leadership.

Schedule, Cost, and Documentation Tracking

- Assist in maintaining project schedules using Microsoft Project or similar tools.
- Track labor hours, material usage, and outside direct costs (ODCs) in coordination with Engineering and Finance.
- Support documentation control, including engineering deliverables, meeting minutes, and customer-required reports.
- Help ensure project data is current, accurate, and properly archived.

Communication & Team Coordination

- Coordinate meetings, prepare agendas, capture meeting minutes, and track action items.
- Serve as a communication link between Engineering, Operations, Supply Chain, Quality, and Program Management.
- Assist with internal and external status reporting.
- Support customer communications under the guidance of senior project staff.

Risk & Issue Support

- Assist in identifying schedule, cost, and technical risks.
- Track risks and issues and support mitigation planning.
- Escalate issues appropriately to Engineering Project Managers.

Engineering & Operations Interface

- Coordinate with Engineering teams to track design progress, reviews, and test activities.
- Support transition activities from Engineering Development to Production.
- Assist with tracking engineering changes, builds, and prototype activities.

General Responsibilities

- Support proposal and quoting activities as assigned.
- Adhere to all safety, regulatory, and quality requirements including OSHA, EPA, and internal procedures.
- Maintain punctuality and reliability in support of project schedules.
- Ability to work flexible hours and/or different shifts, if needed.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.

- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.
- Perform other duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology, and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education and Experience

- Bachelor's degree in Engineering, Business, Project Management, or a related field (or equivalent experience).
- 0–2 years of experience in an engineering, manufacturing, or technical environment preferred.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and priorities.
- Effective written and verbal communication skills.
- Proficiency with Microsoft Office (Excel, Word, PowerPoint); experience with project scheduling tools is a plus.
- Willingness to learn technical concepts and project management best practices.
- Ability to work effectively in a team-oriented environment.

Physical Requirements

The physical demands described here are representative of those that must to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to remain in a stationary position consistently and move about the inside of the facility to review and monitor progress of parts through production floor.
- Operates a computer and other office productivity machinery, such as; calculator, copy machine, printers, etc.
- Frequently lifting and handling items less than 10 lbs with occasional lifting up to 40 lbs.
- Occasionally ascending or descending ladders, stairs, and the like to meetings and to access various facility locations.

Employee signature below constitutes the employees understanding of the requirements, essential functions, and duties of the position.

EMPLOYEE NAME (PRINTED): _____

EMPLOYEE SIGNATURE: _____

DATE: _____

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious belief.