



## JOB DESCRIPTION

We want to attract and retain the best talent in the industry. To meet this goal, we are creating a workplace where our employees are top priority;

### **Feel The Energy Of...**

**Our Assets** – Our current basins consistently see excellent results. With the addition of key acquisitions, our growth projections are extremely strong. We will remain committed to improving the quality, safety and performance of our assets.

**Our Performance** – We continue to demonstrate leadership in the mid-stream marketplace. We were ranked # 1 and #2 in "Customer Satisfaction" in the EnergyPoint Research, Inc. Natural Gas Midstream Services Customer Satisfaction Survey for 2006 and 2009, respectively.

**Our People** – Here at MarkWest, we believe our continued success depends on the quality of our employees. We believe strongly that employee satisfaction leads to customer satisfaction.

Come join our team as our **Project Coordinator** at our Canonsburg, PA location. This position reports to the General Manager.

### **POSITION SUMMARY:**

This position is responsible for maintaining schedules and milestones for all of the capital projects in the Liberty Business Unit. You will perform all work in compliance with company standards, procedures, and government requirements.

### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

- Develop and maintain schedules for capital construction projects.
- Work with project managers, construction managers and department heads on milestone target dates and critical paths.
- Report weekly on critical tasks that are approaching due dates or project slippage.

## **SUPERVISORY DUTIES:**

No

## **JOB QUALIFICATIONS:**

- Extensive knowledge of scheduling software, Microsoft Project or Primavera.
- Knowledge of the different phases of construction.
- Requires the ability to report on key project indicators.
- Must be hands on team player, willing to travel locally.
- Current driver's license required.
- Must have excellent verbal and written communication skills with the ability to communicate effectively with all levels of individual and employees.

## **Working Environment:**

While performing the duties of this job, the employee is often exposed to outside weather conditions, which could range from extreme cold to hot, humid conditions. Walking on uneven terrain is often required during normal work duties. High noise areas may be encountered. At all times proper PPE must be used in work areas.

Interested and qualified candidates should contact us immediately to be considered for this terrific opportunity. Please send your resume to [employment@markwest.com](mailto:employment@markwest.com).

Please see our web site for more information [www.markwest.com](http://www.markwest.com)

MarkWest Energy Partners, L.P. is a master limited partnership engaged in the gathering, transportation, and processing of natural gas; the transportation, fractionation, marketing, and storage of natural gas liquids; and the gathering and transportation of crude oil. MarkWest has extensive natural gas gathering, processing, and transmission operations in the southwest, Gulf Coast, and northeast regions of the United States, including the Marcellus Shale, and is the largest natural gas processor in the Appalachian region.

*The above statements are intended to describe the general nature and level of work for the position. They are not to be construed as an exhaustive list of all the responsibilities, duties, and skills required. All personnel may be required to duties outside of their normal responsibilities from time to time, as needed. All job descriptions are subject to change. Job functions and/or responsibilities can be amended at any time at management discretion.*