

Job Description

Job Title:	Electrical Maintenance Supervisor
Department:	Plant Operations
Reports To:	Director, Maintenance & Utilities
Jobs Reporting:	Group Leader, Electricians, various CUPE maintenance personnel
Salary Grade:	USG 9-11
Effective Date:	April 2019

Primary Purpose

The Electrical Maintenance Supervisor is accountable to the Director of Maintenance and Utilities for managing the physical assets and infrastructure systems of the University, primarily related to electrical infrastructure but including all aspects of facility maintenance, contributing towards providing a safe and accessible, invitingly clean and comfortable, functionally-enriched and well-maintained campus environment through service excellence.

Key Accountabilities

Strategic Planning

- Assists with and supports strategic planning efforts addressing stewardship responsibilities and long-term sustainability of the University's campus, facilities and infrastructure and maximizing opportunities for efficient delivery of campus services and optimal investments in University-wide infrastructure.

Operations, Planning and Management

Oversees the planning, management and delivery of services related to the electrical infrastructure of the University's campuses, fostering a client-focused, service-oriented work environment. Promotes operational consistency, effectiveness and ensures compliance with all applicable legislation, regulations, codes and standards related to facilities operations, including occupational health and environmental safety. Includes:

- Coordination of a high voltage distribution system maintenance program; establishing schedules for the regular inspection, testing, and servicing of all systems to maintain reliability and code compliance.
- Managing electrical monitoring platforms, ensuring all installed hardware and software for the systems remains current, supportable and correcting operating problems.
- Providing input to the Maintenance Supervisors and Chief Engineer regarding the activities of their staff to assist with coordination of their activities as they relate to overall operational requirements.
- Updating capital expenditure forecasts and ensuring the section is performing to budget expectations.
- Sourcing and ordering parts and materials required for maintenance and alteration work, with a signing authority for purchases up to \$5000.00.
- Coordinating and monitoring projects performed by contractors.
- Leads, plans, periodically reviews, and maintains current department specifications, service level standards, work processes and practices appropriate and necessary for the deployments and operations within all managed groups.
- Is knowledgeable of and ensures compliance with all applicable codes, statutes and related

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regulations including the Electrical Safety Act, the Occupational Health and Safety Act and others as they may apply.

- Ensures compliance with UW policies and procedures and with consistent interpretation and application of the CUPE 793 collective agreement.
- Develops and enhances a safety culture within the department.
- Assists with planning activities, assisting with short and long-term campus and facilities planning to support the departments' strategic and operational direction.
- Develops and administers the departmental budget and operates within allocated resources; ensures the efficient use of human, fiscal and physical resources.
- Liaises with other facilities departments to facilitate the identification and addressing of maintenance, repair, health, safety, environmental, and other facilities related issues.
- Develops and monitors metrics to ensure operational efficiency and effectiveness, servicing client needs and meeting campus needs on time and within budget.
- Responsible for the operation and maintenance of all the University's electrical infrastructure, managing daily operations, providing ongoing preventive, predictive and breakdown maintenance services in a cost effective manner. Includes identifying areas for improvements, advising on capital repair priorities and carrying out construction, renovation and capital repair projects related to these systems.
- Sources and maintains the electrical metering and monitoring components, ensures equipment remains current, performs software updates and system backups. This section is involved in computer technology for integrated lighting control and energy metering, fire supervisory systems, PLCs and other microprocessor devices within the buildings as well as utilizing office applications and asset management systems.

General Management

Responsible for employee relations of support staff reporting to the position, fostering a client-focused, service oriented work environment while establishing and maintaining good working relationships among support staff.

- Coaches, evaluates, and supervises support staff, fostering a service oriented work environment, instilling support staff the importance of delivering service excellence.
- Oversees hiring, staff performance, salary administration, promotions, reclassifications and disciplinary issues. The incumbent must exercise skill in managing people and provide them with a productive environment and development opportunities.
- Provides and/or assists with providing training and/or professional development to support staff with respect to the safe operation and maintenance of equipment, including job hazard analysis and arc fault mitigation strategies.

Health & Safety

In consideration of the University's commitment to the safety and well-being of all faculty, support staff, students, and visitors, responsible for ensuring University facilities and departmental activities are compliant with all applicable legislation, regulations, codes and standards related to facilities operations as well as occupational health and environmental safety.

- Active in health and safety and incident prevention by establishing, adhering and ensuring assigned support staff are following departmental policy, procedures and safe work practices required by the University health, safety, and environmental management system (HSEMS), and in accordance with relevant health and safety legislation, developing and enhancing a safety culture among support staff.

Other

- Performs other related duties and responsibilities as assigned and supports departmental activities.

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**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

<p>Education</p> <ul style="list-style-type: none"> • A Certificate of Apprenticeship and Certificate of Qualification as an Electrician (Construction and Maintenance) valid in the province of Ontario. Certification as an Electrical Technician / Technologist is an asset.
<p>Experience</p> <ul style="list-style-type: none"> • 5 years + of demonstrated progressive experience in a leadership role in a unionized building or facilities management environment in a major institutional sector(s), such as education, post-secondary education, medical/hospital or service industry. • Proven experience in the operation and servicing of high voltage distribution systems.
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none"> • Advanced technical skills with proven administrative, supervisory and problem solving abilities. • Demonstrated record of effective leadership and collaboration with various constituents at all levels and ranges of expertise, managing a multidisciplinary group of staff and external contractors to ensure responsive, timely, thorough and cost effective services are provided to meet the needs of the University community. • Proficient in the development of operational specifications, design standards, work practices and procedures. Able to work effectively within the University's unique culture and decentralized environment • Thorough knowledge of high voltage (14-28 kV) distribution systems and components, secondary building distribution systems as well as low voltage control systems. Hazard analysis of all materials and processes encountered is required for compliance with ESA, MOL, OSHA, WHMIS and other applicable codes, regulations and standards.

Nature and Scope

- **Contacts:** Works with a team of skilled trades, Plant Operations leadership, campus clients, external vendors/contractors and regulatory agencies. The supervisor co-manages a section staff of 40 unionized trades' people, and is the first response to labour relations issues within the group. Will routinely interact with members of the general campus community, faculty and staff of academic departments, senior administrative staff as well as outside contractors, consultants and regulatory authorities. Receives numerous requests for services related to special events, and responds to customer complaints regarding power, lighting and related issues. Tact and diplomacy are required to respond to sensitive issues, and excellent communication skills are required.
- **Level of Responsibility:** Manages campus-wide functions and processes. Ensures regulatory compliance in the operation and maintenance of building systems. Has a major impact on the overall cost of operation of the University; affecting the reliability and life of the equipment, the safety of the campus and the physical environmental conditions in the buildings.
- **Decision-Making Authority:** Makes decisions on operational strategies, timelines, budget allocation, and staffing resources to meet strategic objectives.
- **Physical and Sensory Demands:** Requires excellent attention to detail, the ability to multi task, and the ability to make decisions under the pressures of competing priorities. Moderate physical demands include occasional lifting of materials and components, the ability to comfortably access work at heights and in confined spaces. Sensory abilities consistent with being able to readily assist with

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diagnosing impending equipment failures are required. Occasional exposure to dangerous or unpleasant environmental conditions such as exposure to noise, chemicals, odours, extreme temperatures and adverse weather conditions.

- **Working Environment:** Extremely varied; split between office work, machine shop / mechanical equipment rooms which may be noisy, hot and or confined, as well as outdoors during at times extreme conditions to assist with managing breakdowns or other unforeseen events. Ladder access required to some installations. Some equipment presents constrained access challenges. Moderate exposure to unpleasant conditions due to weather exposure, client complaints. Exposure to chemicals and solvents required, but managed with appropriate PPE. Exposure to electrical hazards managed through PPE and appropriate procedures. Subject to being phoned for advice or called in to supervise emergency repairs at any time.