

## Job Description

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<b>Job Title:</b>	Manager, Electrical Engineering
<b>Department:</b>	Plant Operations
<b>Reports To:</b>	Director, Design & Construction Services
<b>Jobs Reporting:</b>	Reg. Electrical Design Engineering Consultant, Project Coordinator - Electrical
<b>Salary Grade:</b>	USG 13
<b>Effective Date:</b>	November 2018

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### **Primary Purpose**

The Manager, Electrical Engineering is a senior role, responsible for the technical direction and supervision of a group of electrical engineers and technicians. This position functions as a technical specialist and lead engineer in the design of cost-effective electrical distribution and systems for the University campus, facilities and infrastructure, while collaboratively 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 the department's strategic planning efforts addressing stewardship responsibilities and long-term sustainability of the University's campus, facilities and infrastructure while maximizing opportunities for efficient delivery of campus services and optimal investments in University-wide infrastructure.

#### **Operations**

The successful candidate will become a member of a multi-disciplinary team, providing leadership and technical support in the analysis, design, and procurement of new electrical installations and retrofit/change to existing facilities. They will contribute through the development and review of conceptual, preliminary and detailed designs in the electrical discipline, ensuring work is designed in accordance with applicable quality standards, code, regulatory, University and customer requirements.

- Coordinates directly with engineers and technologists as part of an integrated multidisciplinary project team at all stages, from concept design to final commissioning.
- Uses standards and electrical engineering tools to design normal and emergency power distribution, communication, life safety, lighting, instrumentation, and control systems in all levels of complexity.
- Reviews and stamps electrical drawings for building permit applications.
- Provides leadership, quality assurance oversight and technical guidance to the electrical engineers and technologists within the business unit.
- Prepares in a timely manner clear electrical drawings, specifications and all necessary contract documentation for requests for quotations, bids, contract awards, and change orders.
- Performs as Owners representative when periodically meeting Contractors during bid periods, when resolving problems during construction and performing general conformance reviews.
- At the completion of a project, oversees and coordinates the updating of relevant CADD record drawing(s).
- Maintains proficiency in the use of current versions of Computer Aided Design and Drafting (CADD) software used in the department.

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- Reviews drawings and specifications prepared by outside consultants to ensure compliance with University requirements and standards.
- Collaborates with the Maintenance Department in resolving operating and maintenance problems and in the improvement of energy efficiency to reduce operating costs and support campus sustainability objectives and goals.
- Undertakes studies, reports, data recording, and analysis.

### **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.
- Establishes and maintains good working relationships among support staff.
- Performs support staff interviews on performance matters and either initiates or supports disciplinary process consistent with University policy and departmental frameworks.
- Provides and/or assists with providing, training and/or professional development to support staff with respect to approved electrical engineering methods and practices.

### **Other**

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

*\*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**

### **Education**

- Bachelor's Degree in Electrical Engineering
- Current Professional Engineering Designation (P. Eng.) within Ontario

### **Experience**

- The incumbent will have minimum ten (10) years of progressive experience as a licensed professional, with at least five (5) years' experience in a senior leadership role in designing, planning and construction of building electrical distribution and systems within a major institutional sector such as education, post-secondary education, hospital or consulting service industry in Canada. Physical Plant design experience within the building construction industry will be considered an asset.
- Extensive knowledge of applicable codes such as OESC, OBC, OFC as well as CSA and IES standards

### **Knowledge/Skills/Abilities**

- Demonstrated track record of effective leadership and collaboration with colleagues and direct reports.
- Advanced understanding of electrical systems design
- Proficiency in the latest version of AutoCAD
- 3D drafting experience would be considered an asset
- Sound understanding of drawing principles and standards
- Ability to produce quality deliverables and to monitor project tasks

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- Strong analytic, oral, and written communication skills
- Experience in institutional projects is preferred
- Excellent conflict resolution skills
- Excellent judgment and strong problem-solving skills, including the ability to understand the financial impact of relevant options
- Excellent communication and interpersonal skills, with a deep commitment to customer service, proven innovative approach to problem solving and an aptitude towards service excellence and responsiveness.
- Candidate must be effective working in cross-functional teams comprised of trades, operators and other technical staff
- Must be flexible and adaptable to changing requirements, and responsive to client needs

### Technical

- Intermediate in the following programs: AutoCAD, MS Word, Excel, PowerPoint

### Nature and Scope

- **Contacts:** This position comes in contact with a wide variety of internal and external people at all levels of responsibility. Must maintain excellent relationships with all of these people. This requires excellent personal and communication skills.
- **Level of Responsibility:** The position provides leadership, supervision and technical guidance to direct reports within the electrical discipline
- **Decision-Making Authority:** Responsible and accountable for the safe and cost effective design of the University electrical systems
- **Physical and Sensory Demands:** Minimal physical demands primarily operating within an office environment; project site visits as required.
- **Working Environment:** Team environment in an office based setting, and involving collaboration with all business and operating units within the department and across the University.