

## Job Description

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<b>Job Title:</b>	Manager, Sedra Student Design Centre
<b>Department:</b>	Sedra Student Design Centre
<b>Reports To:</b>	Director, Sedra Student Design Centre
<b>Jobs Reporting:</b>	Engineering Student Shop Instructor, Engineering Project Shop Instructor
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	February 1, 2018

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### **Primary Purpose**

The Manager is responsible for day-to-day management of the Engineering Student Machine Shop (ESMS) and the Sedra Student Design Centre (SDC), including supervision of employees and members of student teams. As the Department Health and Safety Coordinator, the Manager will establish and maintain a culture of safety in all areas of the ESMS and the SDC. This position is to work independently and with the Director to plan and implement measures that improve student satisfaction. At least 50% of the position will be associated with work in the student machine shop, the wood projects room and supervision and instruction related to the CNC machine located in the student machine shop. The Manager should have a sense of ownership for the ESMS and the SDC, and be willing to adapt personal and work schedules to match the deliverables and responsibilities of the position. The Manager, Sedra Student Design Centre reports to the Director, Sedra Student Design Centre.

### **Key Accountabilities**

#### **Provide daily supervision for the Engineering Student Machine Shop and the Wood Projects Room**

- Create and implement a schedule for personnel that maintains a high level of service for student users while making the best use of expertise to meet deliverables.
- Oversees the recruitment, hiring, evaluation, performance management, professional development and retention of staff.
- Purchase consumable items, authorize repairs and upgrades for existing equipment
- Investigate, recommend and implement new technologies and initiatives to improve the level of service to student users and enhance user safety

#### **Act as Department Health and Safety Coordinator**

- Conduct monthly safety inspections of the ESMS
- Conduct midterm safety review meetings with student team Safety Captains and end-of-term team workbay inspections. Verify that actionable items arising from these meetings and inspections are completed in reasonable time
- Conduct workplace incident investigations and ensure that corrective actions are taken
- Review PPE and safety equipment requirements with students and provide new equipment to the student team Safety Captains upon request
- Monitor all shared use spaces daily, i.e. painting room, engine build room, and conduct inspections of all shared use spaces once per month.

#### **Supervise activities of students in Sedra Student Design Centre**

- Establish and maintain a safe working environment, with the authority to remove access to the facility to ensure compliance if required
- Provide training for the use of specialized equipment and maintaining a record of students who have been trained

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- Investigate, recommend and implement new technologies, sourcing and purchasing new equipment as appropriate
  - Coordinate maintenance and repairs for student team vehicles and trailers
  - Act as a liaison person with Plant Operations and/or outside services for the facility in all matters concerning building repair and maintenance, installation of new equipment, etc.
- Supports the planning, promotion and coordination of SDC and Engineering events**
- Assist on-campus units and off-campus organizations with event coordination for the Sedra Student Design Centre, including logistics, event setup and clean up, etc.
  - Assist the Director in planning and hosting annual events, including the Electric Vehicle Challenge
- Collaborates with the Manager of the Engineering Machine Shop (EMS)**
- Works closely with the Manager of the EMS to implement a resource sharing plan, including staff and equipment, that benefits both units
  - Share ideas and collaborate on capital equipment purchases, repairs and upgrades for existing equipment, etc.

### Required Qualifications

#### **Education**

- High School Diploma and a Certificate of Qualification (Ontario preferred) in one of the following trades: General Machinist, Tool & Die maker, Mould Maker

#### **Experience**

- A minimum of 7 years of experience in the operation of all equipment in the Engineering Student Machine Shop and the Woodworking Shop, including the CNC mill and the CNC router.
- Proven, extensive, documented experience supervising machinists and other technical positions for at least 3 years.

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

- Teaching and mentoring skills, e.g. apprentices in a shop setting, which can be applied to students in a student shop / student team workshop environment.
- Basic skills in Microsoft Office suite
- Other skills include: MasterCam, Solidworks, and CNC controllers

### Nature and Scope

- **Contacts:** Deal with, influence or motivate employees, students and student teams to work in an effective, professional and safe manner. Collaborate, negotiate and “sell” ideas to external contacts, including suppliers, customers, visitors and members of the general public
- **Level of Responsibility:** The job has specialized work with minimal supervision and has direct reports reporting to it
- **Decision-Making Authority:** Problems and decisions typically faced by this position will mostly fall within established procedures and University policies; however, in some cases unique situations will need to be faced that fall outside of established procedures. The position is expected to function independent of direct supervision in all cases; however, the Director will be consulted in all cases of conflict.
- **Physical and Sensory Demands:** Physical demands are typical of a manufacturing environment; standing for long periods of time, exposure to machine noise, heavy lifting, and potential for injury. Sensory demands of dealing with large numbers of students can be a distraction and a source of fatigue and strain. Based on the demands, the job requires exertion of physical or sensory effort resulting in moderate fatigue, moderate strain or risk of injury.

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- **Working Environment:** Machine shop; standing and walking on a concrete floor, exposure to machine noise. Expected to work on Saturdays and evenings as required.