

Job Description

Job Title:	Manager, Mechanical Engineering
Department:	Plant Operations
Reports To:	Director, Design & Construction Services
Jobs Reporting:	Special Projects Engineer, Registered Mechanical Design Engineer/Consultant, Senior Mechanical/Civil Technologist/Designer, Senior Mechanical Technologist/Designer
Salary Grade:	USG 13
Effective Date:	November 2018

Primary Purpose

The Manager, Mechanical Engineering is a senior role, responsible for the technical direction and supervision of a group of mechanical engineers and technicians. This position functions as a technical specialist and lead engineer in the design of cost-effective mechanical systems and energy conservation solutions 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 and 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 construction project team, providing leadership and technical support in the analysis, design and delivery of projects to reduce energy and water consumption; maintaining acceptable indoor air conditions while rationalizing end user requirements with best available environmental, engineering and financial practices.

- Provides leadership, quality assurance oversight and technical guidance to the mechanical engineers and technologists within the business unit.
- Analyzes existing building systems and operations, identifying enhancements to process and procedure.
- Reviews and stamps mechanical drawings for building permit applications.
- Develops a formal campus energy conservation program.
- Prepares reports recommending improvements to building system and control strategies and implements improvements to existing systems.
- Reports on energy consumption and costs, associated transmission and distribution costs, budget variances, costs of exceptions, and savings achieved.
- Leads the development of energy-conscious design, maintenance, and operation policies.
- Performs data collection utilizing both the building automation system and manual measurements, and performs testing, balancing, adjusting and scheduling of systems as required to restore optimum operating efficiency.

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- Promotes the participation of faculty, students and staff relative to energy conservation initiatives.
- Monitors changing legislation, regulations, and carbon trading schemes.
- Develops project plans, schedules and budgets.

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, the collective agreement and departmental frameworks.
- Provides and/or assists with providing, training and/or professional development to support staff with respect to approved 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 Mechanical 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 mechanical 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 related to applicable codes, building HVAC, automation and mechanical infrastructure systems.

Knowledge/Skills/Abilities

- Demonstrated track record of effective leadership and collaboration with colleagues and direct reports.
- Advanced understanding of mechanical systems design
- Proficiency in the latest version of AutoCAD
- Sound understanding of drawing principles and standards
- Ability to produce quality deliverables and to monitor project tasks
- Strong analytic, oral, and written communication skills
- Experience in institutional projects is preferred
- Excellent conflict resolutions skills

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- 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 mechanical discipline
- **Decision-Making Authority:** Responsible and accountable for the safe and cost effective design of the University mechanical 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.