

## Job Description

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<b>Job Title:</b>	Project Manager, Electrical
<b>Department:</b>	Plant Operations
<b>Reports To:</b>	Director, Design & Construction Services
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 11
<b>Effective Date:</b>	October 2019

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### **Primary Purpose**

Reporting to the Director - Design and Construction Services the Project Manager, Electrical is responsible for effective planning, management and delivery of capital renewal projects, electrical design and drafting, collaboratively determining and meeting University client requirements for cost effective, energy efficient electrical distribution and systems for the University campus infrastructure, for project budgets up to \$10M

Responsibilities will align with the Plant Operations goal of 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, Design and Project Management**

Provides project management, engineering support, design, and procurement for new electrical installations and retrofit/renewal of existing facilities, and contributes through the development of conceptual, preliminary and detailed designs in the electrical discipline. Ensures work is designed and performs to meet applicable quality, code, regulatory and customer requirements.

- Manages external consultants, and provides oversight and direction to internal staff in the project and scope definition, design, planning, procurement, contract management and commissioning of infrastructural and capital renewal projects.
- Provides strategic advice and guidance to the Office of Research during pre-planning phase for CFI/JELF funding applications.
- Applies project management best practices to coordinate directly with engineers and architectural design technologists as part of an integrated multidisciplinary project team at all stages, from concept design to final commissioning.
- Plans and coordinates in a leadership capacity large-scale and campus-wide utility shutdowns for annual maintenance and capital renewal projects.
- Prepares project delivery schedules and identifies/manages critical path milestones (CPM).
- Applies fundamentals and engineering tools to design normal and emergency power distribution, communication, life safety, lighting, instrumentation, and control systems.
- Prepares in a timely manner clear electrical drawings, specifications and all necessary documents for quotations, bids, contract awards and purchases for installations and construction.
- Performs as Owners representative when meeting Contractors during bid periods, when resolving problems and performing general reviews of installations and construction.
- Manages and maintains official project records to include budgets, schedules, submittals, specifications, operations/ maintenance manuals, drawings, and photos.

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- Maintains proficiency in the use of current versions of Computer Aided Design and Drafting (CADD) software used in the department.
- Supports the continuous improvement of, and adherence to campus standards for design, equipment, fixtures, etc.
- Represents Plant Operations in all communications with Clients throughout all phases of projects.
- Creates and fosters relationships with the campus community and local community partners.
- Works with University Procurement and Contract Services and Plant Operations to follow procurement requirements for selection of suppliers, consultants and contractors.
- Works with Director – Design and Construction to develop project management best practices within the Plant Operations department.
- When required, reviews drawings and specifications prepared by outside consultants to ensure compliance with University requirements and standards.
- Works to develop cost estimating best practices and unit price database within the Plant Operations department.
- Coordinates with University Safety Office to ensure procedures and protocols are adhered to with respect to Designated Substances. (asbestos, silica, mercury, lead, PCBs, etc)
- Collaborates with the Operations unit in solving operating and maintenance problems and in the improvement of energy efficiency to reduce operating costs.
- Prepares building electrical shutdown notices.
- Inputs time in the electronic time reporting system on a daily basis and keep time sheets and project tracking software up to date.
- Leads and/or assists with planning activities, short and long-term campus and facilities planning to support the departments' strategic and operational direction.
- May on occasion provide end to end project management on multi-disciplinary projects including architectural, structural, mechanical, and electrical coordination.

### Other

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

## Required Qualifications

### Education

- Engineering Degree or Engineering Technologist/Technician (BSc. P. Eng. or CET.)
- The incumbent will be a graduate of a recognized University or College two or three year program in electrical engineering technology.

### Experience

- The incumbent will have approximately five (5) years of electrical distribution and physical plant design experience and/or equivalent education.

### Knowledge/Skills/Abilities

- Demonstrated track record of effective leadership and collaboration with various constituents at all levels across the campus community.
- Proven ability to effectively manage multiple priorities and exercise prudent judgement.
- Must be familiar with the requirements of all applicable electrical codes, including but not limited to: OESC, CSA.
- Sound understanding of electrical systems design.
- Good 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.
- Excellent judgment and strong problem-solving skills, including the ability to understand the financial impact of relevant options.

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- 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.
- Project Management Professional (PMP) designation may be considered an asset.

### **Technical**

- Intermediate in the latest version of 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:** Accountable to Director level leadership for successful implementation and completion of projects. The position has no direct supervision of others.
- **Decision-Making Authority:** Decision making authority routinely delegated by Director/Manager and in consultation with Director/Manager where appropriate.
- **Physical and Sensory Demands:** Minimal physical demands primarily operating within an office environment. Project site visits as required, wearing personal protective equipment.
- **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.