

## Job Description

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<b>Job Title:</b>	Technical Resources Manager
<b>Department:</b>	Civil and Environmental Engineering
<b>Reports To:</b>	Department Chair
<b>Jobs Reporting:</b>	Technologist, Geotechnical Engineering Senior Technologist, Environmental Engineering Technologist, Environmental Engineering Technologist, Water and Field Resources Engineering Technologist, Structures, Materials, Fatigue and Concrete Technologist, Structures, Materials, Fatigue and Concrete Electronics Technologist, Structures, Materials, Fatigue and Concrete Technologist, Architectural Engineering
<b>Salary Grade:</b>	USG 11 35 hr/wk
<b>Effective Date:</b>	November 26, 2018

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### **Primary Purpose**

The Technical Resources Manager is responsible for the effective operation of the Civil and Environmental Engineering (CEE) laboratories. This includes management of the Department's health and safety program, leadership and management of the Department's technical staff, laboratories, renovations, equipment purchases and funding proposals in a teaching and research environment.

### **Key Accountabilities**

#### **Technical Leadership**

- Responsible for strategic planning around technical needs, including the identification of opportunities for improvement
- Serve as senior technical resource/advisor to faculty, other technical staff and students
- Ensure the effective, efficient and safe operation of the department's laboratories
- Collaborate with other technical staff and faculty in ensuring that teaching laboratories have sufficient supervision and instructional resources
- Provide technical guidance for the purchase of new laboratory equipment and software, and make recommendations for replacement of laboratory equipment
- Be involved in the planning of renovation projects and the acquisition of new research equipment
- Serve as technical resource to the Department and Faculty space committees
- Coordinate building alterations and technical services with Plant Operations
- Facilitate the development of proposals to raise funds to upgrade and/or purchase laboratory equipment
- Responsible for the Department's equipment inventory
- Serve as technical resource in Department meetings

#### **Leadership of Technical Staff**

- Responsible for the human resource management of the technical staff, including recruitment, performance management and evaluation, succession planning, and professional development

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- Serve as liaison among technical staff and between technical staff and faculty members (e.g., client service, prioritization of work)
- Co-ordinate and liaise with Department technical staff on laboratory activities on a regular basis
- Responsible for the regular review of the technical staff structure to ensure that human resources are efficiently and effectively managed
- Maintain an open, supportive and collegial environment

### **Management of the Department's Health & Safety Program**

- Responsible for the day-to-day and overall management of the Department's health and safety program
- Ensure that safety standards are met in all laboratories
- Ensure that periodic and pre-use equipment safety certifications are maintained for all department owned equipment, including but not limited to forklifts, lifting devices, aerial work platforms, etc
- Address health and safety concerns by taking action or making recommendations to management
- Serve as health and safety resource to faculty, staff and students
- Chair the Department's health and safety committee
- Represent CEE on Faculty and University-level committees
- Liaise with UW Safety Office

### **Technical Portfolio**

- Assist and instruct undergraduate and graduate students in the use of specialized equipment for research and course instruction
- Supervise undergraduate and graduate projects/tests
- Provide high-level technical advice on the purchase, design and utilization of apparatus and equipment for research and teaching purposes
- Assist in developing and scheduling laboratory programs
- Assist in the design, assembly and operation of experimental set-ups
- Ensure departmental equipment is functional
- Provide detailed interpretation and analysis of experimental results
- Supervise co-op students
- Other duties as assigned by the Department Chair

*\*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**

- Minimum three-year technologist diploma in civil engineering, environmental engineering, mechanical engineering, earth sciences or a related field
- BASc or MASc in Civil Engineering or related field an asset

### **Experience**

- Ideally 10 years of related experience
- Strategic planning and project management experience
- Managerial experience Extensive experience managing an occupational health & safety program

### **Knowledge/Skills/Ability**

- Exercise independent judgement in areas of time management, task prioritization and decision-making
- Ability to foster constructive relationships
- Guide, mentor and professionally develop staff
- Exceptional verbal and written communication skills
- Ability to work under minimal supervision

### **Nature and Scope**

- **Contacts:** Within the Department, communicates with faculty, staff and students at all levels. Outside of the Department, communicates with peers and administrative staff.
- **Level of Responsibility:** Manages departmental laboratory functions and processes that are highly specialized with direct reports. Responsible for the health and safety of faculty, staff and students in a laboratory environment.
- **Decision-Making Authority:** Has signing authority for laboratory supply purchases and small equipment purchases. Is responsible to identify health and safety risks within the department and ensure that the risks are mitigated.
- **Physical and Sensory Demands:** Distractions, attention to detail, lifting, carrying
- **Working Environment:** Time is spent working in the various laboratories or field sites (on and off campus) and sitting in a comfortable position in the office carrying out tasks. There is a frequent need to give close attention to various stimuli such as written material, online material and information discussed with clients (students, faculty and company representatives) and co-workers. There are deadline pressures and competing priorities while at the same time there is a demand for thoroughness, accuracy and safety. Regular working hours with occasional evening/weekend work required.