

Qulliq Energy Corporation Job Description

POSITION TITLE

Manager, Mechanical Engineering - 701E02

REPORTS TO

Director, Engineering

DIRECT REPORTS

Mechanical Engineer (2)
Mechanical CADD Technologist
Project Manager - Mechanical
Mechanical Technologist - Energy Management

LOCATION

Iqaluit, Nunavut

POSITIONAL OBJECTIVE

The Manager, Mechanical Engineering reports to the Director of Engineering. The position is responsible for providing mechanical engineering expertise to capital projects and overseeing the project budgets, adherence to corporate policies and procedures, and the ongoing operation and administration of the mechanical engineering division.

The position provides supervision and guidance to staff and is responsible for planning, directing, and providing mechanical engineering support to the operations division. The position provides technical advice, support, and recommendations to internal and external contacts, as required.

The position researches, develops, and implements mechanical policies and procedures in compliance with corporate and technical standards, including the Canadian Standards Association (CSA), National Fire Code (NFC), National Building Code (NBC) standards, and internal financial, purchasing, and human resources policies and procedures.

KEY ACCOUNTABILITIES

Project Management and Support

- Plans and directs all aspects of mechanical engineering activities within the organization.
 - Ensures all engineering projects, initiatives, and processes are compliant with corporate policies and objectives.
 - Oversees mechanical systems of diesel power generation such as gensets, HVAC, cooling/heating system, fuel system, control instruments, etc.
 - Oversees fabrication, operation, application, installation, and repair of mechanical products.
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- Provides input to strategic decisions that affect the mechanical engineering division.
- Coordinates with internal and external contacts to resolve operational issues.
- Supports methodical root cause analysis and resolves non-compliance in part performance.
- Performs technical reviews and provides quality assurance, with respect to applicable codes, standards and design accuracy on mechanical designs and specifications.
- Provides technical support and Mechanical design reviews for projects in the Engineering and Operations departments.
- Liaises with various stakeholders, both inside and outside the Corporation, to ensure proper scoping of work and scheduling of the capital budget projects.

Planning and Design

- Supports staff assigned to projects by providing technical advice and expertise.
- Prepares, submits and presents accurate written technical reports, project briefs, and other related documentation to senior management.
- Reviews detailed mechanical design and stamps in-house design with design engineer.
- Writes technical specifications for mechanical equipment such as genset, heat exchanges, radiator, HVAC system for sourcing by procurement.
- Provides on-site recommendations and solutions in situations which warrant re-design or modifications.

Financial Administration

- Prepares and manages the capital budget for the mechanical engineering section.
- Maintains accurate records of assets, and ensures all projects are compliant with applicable regulations.
- Works with the Project Manager and Project Accountant to ensure capital projects are on budget and on schedule.
- Prepares accurate cost analysis to ensure projects fall within budgetary requirements.
- Provides rationale for cost over-run or adjusted time lines for project completion.
- Coordinates with finance regarding budget and project approval.
- Coordinates with Supply Chain Management to ensure RFP/RFT/RFI are submitted on time and queries are addressed accurately and professionally.

Performance Management

- Conducts annual performance reviews for all direct reports.
- Coaches and mentors as necessary to support professional growth.
- Works with Human Resources to create development plans for staff.
- Identifies and notifies the Human Resources Department of attendance, performance and/or behavioral issues. Follows direction provided by HR in the progressive disciplinary process up to and including recommendation to discharge.

DIFFERENTIATING ACCOUNTABILITIES

This position is similar to the Manager, Electrical Engineering, and Manager, Electrical Distribution.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of mechanical designs codes and other compliance requirements.
- Ability to provide leadership and supervise employees, contractors, and consultants.
- Ability to act as a resource person for other department staff in their research, communication, implementation, coordinator and evaluation activities.
- Excellent conceptual and communication/presentation skills.
- Excellent organizational and planning skills.
- Excellent written and oral communication skills.
- Excellent analytical and decision-making skills.
- Strong interpersonal skills.
- Strong time-management skills.
- Ability to effectively synthesize and present information for a variety of audiences.
- Ability to balance competing priorities.
- Ability to manage material resources.
- Ability to undertake assignments of considerable importance and confidentiality.
- Ability to lead and manage specialized projects with various stakeholders.
- Excellent research skills using various methods to obtain information required.
- Strong understanding of the social, political, and economic environment in Nunavut.
- Proficiency with computer applications; MS Office, Adobe, and the internet.
- Knowledge of Nunavut including the language, land and culture is an asset.
- Ability to speak Inuktitut, Inuinnaqtun, and/or French is an asset.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Mechanical Engineering.
- Seven years of experience managing capital projects, two years of which must be in the supervision and development of staff.
- Registered Professional Engineer with eligibility for registration in NAPEG.
- Experience in full scope project management (including project inception to commissioning).
- Project management training or certification is an asset.
- Experience in diesel power generation is an asset.
- Northern experience is an asset.

KEY CONTACTS

Internal Contacts

- Director of Engineering
- Engineering Staff
- Operations Staff

External Contacts

- Contractors
- Engineering Consultants
- Municipal Governments
- Community Officials

WORKING CONDITIONS

Physical Demands

Most of the time spent in front of the computer and in an office setting. Can cause neck, back, and eyestrain, including carpal tunnel syndrome within the wrists. Although a majority of the time for this position is spent on the computer, there are many opportunities for the incumbent to get up and move around the office. Some travel to regional centers and to other communities may be required.

Environmental Conditions

No significant adverse working conditions however, incidental exposure to adverse environmental conditions may occur. QEC operates in various communities in Nunavut. Travel to these communities will be required as necessary. Climatic conditions can vary, and extreme cold and windy conditions may have to be taken in consideration when visiting communities.

Sensory Demands

Technical verification, calculations, drawing, and related activities require moderate concentration routinely and high concentration occasionally. The incumbent generally controls own pace of work.

Mental Demands

Some information within the control of the Manager is sensitive and confidential. Must be able to handle difficult situations such as developing preliminary designs for capital projects and modifying project designs in response to specific field conditions. Will also address major design issues and new engineering problems, which require a high degree of creativity.

CERTIFICATION

I have read and understand the responsibilities assigned to this position and approve the delegation of the responsibilities outlined herein.

Senior Manager

Date

President & CEO

Date

I have read and understand the responsibilities assigned to this position and accept the responsibilities outlined herein.

Employee

Date

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.