



## **Title: Operations Supervisor, Mechanical Services**

**Location: Burnaby, BC**

### **Job Summary:**

Reporting to the Manager, Mechanical Services & Logistics this position is responsible to supervise and provide leadership to a team of skilled resources to meet daily operational demands and support the generation, distribution, transmission and delivery of energy, safely and reliably, to FortisBC internal and external customers within a designated geographical area and/or facility.

### **Key Accountabilities:**

Supervise and provide leadership to team of skilled resources in order to meet daily demands.

Maintain appropriate staffing levels in collaboration with others; monitor staff work assignments to optimize resources, allocate, prioritize and distribute work to meet system operations, capital construction projects and programs, service and main installation, repair and maintenance, and emergency response procedures. Manage contracted services in accordance with established terms and conditions.

Participate in selecting, orientating and training new employees.

Provide coaching to support performance, quality of work, and ongoing training and development of staff; manage attendance, identify performance issues and collaborate with others regarding disciplinary matters.

Travel to work sites to provide quality oversight and maintain compliance with work and industry standards, applicable metrics, and operational requirements.

Utilize field experience and technical knowledge to solve work related problems and/or collaborate and refer to others. Maintain a safe and healthy workplace for staff in order to meet health, safety and emergency requirements.

Maintain adherence to safe work procedures and practices including Site Safe Work Planning; provide safety information and supplies, including the use personal protective equipment. Participate in incident investigations.

Provide financial oversight including the management of costs associated to staff, facilities, vehicles, tools and equipment; review and approve invoices, and third party contracts. Investigate, resolve and report variances.

Establish and maintain effective relationships with internal stakeholders, customers, contractors, builders, municipal agencies, emergency response and environmental management personnel.

### **Education and Experience:**

Bachelor's degree in a related discipline or Diploma of Technology in a related discipline from a recognized program, plus 4 to 7 years related field experience in a leadership capacity or an equivalent combination of education, training and experience.

### **Technical Competencies:**

- Knowledge of designated operational area and related systems, work methods and procedures
- Knowledge of Company policies, standards and procedures
- Knowledge of safety management, processes and procedures
- Knowledge of computer and MS Office systems
- Knowledge of human resource policies and procedures
- Knowledge of labour relations including application of collective agreement(s)
- Demonstrated ability to provide leadership to staff
- Demonstrated ability to attend to emergencies and co-ordinate activities under stressful situations
- Demonstrated ability to communicate effectively verbally, electronically and in writing
- Demonstrated ability to manage competing priorities and demanding work schedules
- Demonstrated ability to apply conflict resolution skills.
- Demonstrated strong mechanical aptitude.
- Conduct work in a manner that prevents injuries and incidents. Maintain knowledge and understanding of safety policies, practices and procedures. Lead by example by putting safety first at all times.