

Assistant Manager Plant Operations

Job Number: J0821-0879

Job Title: Assistant Manager Plant Operations

Job Type: Continuing Full Time

Department: Central Heating

Job Category: Administrative Management

Number of Positions: 1

Employee Group: Non-Union

Duties and Responsibilities:

Carleton University, situated on a beautiful campus bordered by the Rideau River and Canal, is a community of talented, committed, and enthusiastic faculty and staff, dedicated to excellence and to supporting the education and research that distinguishes Carleton as Canada's Capital University. We know that it is our people that are key to Carleton's success. We take pride in our institution and are committed to providing the programs and services that contribute to Carleton University being an employer of choice in the national capital region.

Reporting to the Chief Operating Engineer (COE)/Manager, Plant Operations, the Assistant Manager, Plant operations is responsible with the COE for managing the operation and efficiency of the 4.6 MW natural gas steam turbine co-generation plant and associated equipment. Develops and implements a preventative maintenance schedule for the Central Heating Plant and the steam distribution network, maintains the chilled water plants, their distribution system. The incumbent is also responsible for overseeing the daily work orders, scheduling of staff and coordinating calls. The position is also responsible for managing purchase requisitions as required.

The Assistant Manager, Plant Operations will work every day to share in Carleton's Vision, support our Mission, and live our Values. These values - professionalism, healthy work-life balance, service excellence, innovation, collaborative decision-making, and commitment to Carleton - guide what we do, and how we work every day. Carleton offers its employees an exceptional workplace that supports life-long learning for them and their families, ability to work on a sustainable campus and access to world class facilities in the middle of the capital city, all with a comprehensive compensation and benefit package.

The ideal candidate will be a forward-thinking, strategic, collaborative, skilled and innovative leader with proven experience with plant operations and programs. Previous experience working in a leadership capacity in advising and influencing stakeholders will be beneficial in helping the ideal candidate to be successful in this role. The incumbent will display integrity in behaviour and decision-making and will demonstrate a commitment to understanding multiple perspectives.

Qualifications:

The incumbent must possess the following qualifications:

- Knowledge of operational management and leadership concepts practices including program/service delivery models, policy development, planning, budgeting, performance measurement management, and human resources
- Knowledge of plant and facility operations program design, delivery, assessment, and evaluation methodologies, processes, and practices
- Knowledge of relevant governing legislation, collective agreements, policies and procedures
- Knowledge of office as well as the broader university academic units, departments, and divisions
- Knowledge of office productivity software and databases, internet browsers and search engines, discipline-specific software, enterprise software, and technology devices
- Knowledge is used to lead plant operations unit

Education and Experience:

The above is normally acquired through the completion of:

- Hold a valid first or second-class Operating Engineer certificate of qualification in Ontario. Candidate working towards their second-class certification may be considered
- Strong knowledge of the Operating Engineers Act (O.Reg 219/01) and Occupational Health and Safety Act and regulations as amended
- Minimum of five years of previous co-gen facility and plant operations experience including three years of supervision and leadership experience

HR Note:

Equivalencies will be considered. Applicants are encouraged to provide information which may demonstrate equivalent qualifications. Please note that applicants may be required to complete an



employment test as part of the selection process for this position. Those applicants that are selected for an interview will be requested to contact the Human Resource Advisor assigned to this competition as soon as possible to discuss any accommodation requirements. Arrangements will be made to accommodate your request in a timely manner. Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

Please apply directly to the Carleton Website:

<https://carleton.njoyn.com/CL2/xweb/XWeb.asp?NTKN=c&clid=53443&Page=JobDetails&Jobid=J0821-0879&BRID=291948&lang=1>