

Internal and External applications including **detailed resume and outline of qualifications**, are being accepted by the Human Resources & Safety Division until 4:30 p.m., Friday, January 22, 2010 for the following position:

Project Manager
Management Position

Power Systems Division / Asset Management and Engineering Department

POSITION SUMMARY:

Under the general direction and guidance of the Asset Management and Engineering Manager, is responsible for all activities necessary for Capital Project execution, monitoring, reporting from start to completion so that the scope of work, financial, and timeline targets for all capital projects are met.

- Project planning, estimating, field design review and scheduling for all capital projects prior to the commencement of work.
- Ensures efficiency of the workforce during project execution through monitoring the schedule of work, benchmarking each project, and utilizing effective KPIs and per unit comparisons.
- Orders long lead materials i.e., transformers and opens new work orders.
- Develops, monitors, manages and administers all external contracts related to capital projects.
- Acquires any necessary approvals for capital projects.
- Performs a detailed design review and incorporates comments with Operations and Lines prior to the issuing of the final construction drawings.
- Coordinates with various internal departments, i.e., Design, Operations, Line Construction and outside agencies including consultants, contractors, utilities, vendors, MTO, MNR, general public or any other agencies related to the projects.
- Manages and monitors projects, arranges necessary meetings and site visits, and/or initiates appropriate action(s) to ensure adherence to the timeline target, scope, and budget.
- Provides monthly reporting to indicate the status of each project.
- Maintains construction verification inspection records and related certificates for interim and final inspections to meet annual ESA audit requirements.
- Ensures that as built drawings are made and that GIS is updated and that the entire project document/record is appropriately filed.
- Identifies required third party transfers and provides the information to Engineering Services.
- Completes final acceptance, work order closing and the review of variance(s).
- Arranges to have a lessons learned meeting.
- Performs such other related duties as may be assigned.

QUALIFICATIONS:

Mandatory:

Be registered, or be eligible for registration with, the Professional Engineers of Ontario and have 3 years experience in electrical power utility distribution or industrial/commercial plant power distribution, including successful project management experience. A demonstrated commitment to continuous improvement, customer service, frontline leadership and teamwork principles is necessary. Must have excellent interpersonal, organizational and communication (verbal and written) skills. A working knowledge of computers and engineering software is required. Must be competent within the meaning of the Occupational Health & Safety Act.

Preferred:

Direct large electrical utility experience. Experience in dealing with project management and project cost estimation. Experience with Microsoft Project and Microsoft Office software.

Conditions of Employment:

Must have a valid driver's license and use of a vehicle. Must be willing to work overtime as required.

TESTING To confirm ability and suitability, applicants may be required to take tests related to the job requirements and duties of the Project Manager position, which will be conducted by a third party.
