



**CENTRE WELLINGTON HYDRO LTD.
OPERATIONS MANAGER
PERMANENT FULL TIME**

Centre Wellington Hydro is a progressive small Local Distribution Company providing electricity to 7,500 residents and businesses in the Village of Elora and Town of Fergus, within the Township of Centre Wellington, and is currently inviting applications for an experienced and competent team player for the position of **Operations Manager**.

Reporting to the President, the Operations Manager provides leadership and assumes overall responsibility for the Construction and Maintenance of the distribution system. The Operations Manager is a leader, responsible for direction, planning, coordination, and supervision of the day-to-day activities for all line staff as well as support contractors. This position is accountable for Engineering, Operations, Asset Management, Distribution System Planning, Metering, Health & Safety, Outside Technology, and Supply Chain functions.

Key Responsibilities

- Develops and maintains the Distribution System Plan (DSP) to ensure that long and short-term corporate planning of the hydro system can be accommodated without compromising the safe, reliable, and economic operation of the distribution system.
- Manages the construction of overhead and underground electrical distribution system projects working with forecasts, budget estimates, detailed estimates, designs, liaising with other departments, road & Municipal authorities, contractors, regulatory agencies and customers.
- Prepare, review, and monitor capital and operating budgets.
- Prepare and oversee proposals for the acquisition of services contracts.
- Manage and purchase all inventory products and materials effectively to avoid delays in work and establish minimum inventory levels.
- Manage fleet maintenance and replacement schedules and their safe operation.
- Promotes a safe work environment and responsible for safety of all staff, outside parties, and the public.
- Update and maintain asset and easement records.
- Arrange and conduct safety meetings as required; understand, practice, and reinforce for the department:
 - IHSa Electrical Utility Safety Rules
 - the Occupational Health and Safety Act
 - ESA (22-04) CVP for LDC distribution system construction
 - All other applicable legislation and regulatory requirements
- Responsible to ensure operational compliance of Regulation 22/04. Ensure all work is completed according to the OEB, IESO, ESA, IHSa and policies and procedures set out by CWH.
- Support employee performance, attend regular crew visits, and proactively manage day-to-day employee issues to ensure problem resolution is applied consistently.
- Knowledge of Standard First Aid/CPR, Workplace Hazardous Materials Information System (WHMIS), Ontario Traffic Manual Book 7 (Temporary Traffic Conditions) and Commercial Vehicle Operators Registration (CVOR) training is considered an asset.
- Manages service centre (Office/Shop buildings, Storage, Yard) including property maintenance and replacement needs.
- Fosters employee engagement and a positive work environment through leading by example, demonstrating positive competencies, and encouraging a collaborative and inclusive work environment.
- Ability to participate in Supervisory On-Call rotation, when required, responding to emergency situations involving the electrical distribution system.

Qualifications

- Bachelor's degree in Engineering from an accredited university, be, or be able to become, a Professional Engineer licensed in the Province of Ontario with minimum of 5 years' experience in operations; or
- Certified Engineering Technician or Technologist with a minimum of 5 years of experience in operations; or
- A journey person in an electrical trade with 15 years' experience, 5 years in a supervisory position.
- Knowledge of OH&SA, Electrical Utility safety rules, Utility Work Protection Code, USF Standards, Distribution System Code, Ontario Regulation 22/04, and other industry standards and regulations.
- Possession of a valid Ontario Class G driver's license in good standing and an acceptable driver's abstract. A valid DZ license would be an asset.
- Proficient with typical office software, i.e. Microsoft Office programs. Functional use of ESRI mapping tools, Harris (CIS) and Survalent SCADA would be an asset.
- Strong verbal and written interpersonal skills with team members, customers, and others; using tact and diplomacy.
- Must be able to respond to the Utility's normal service territory within twenty-five minutes.

Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.

A competitive wage and benefit package will be offered to the successful candidate. This will be a full-time, management position, working 40 hours per week.

How to Apply

Interested and qualified candidates may apply by emailing their resume and cover letter in one .PDF formatted document to jbott@cwhydro.ca on or before **Monday, February 6, 2023 at 4:00pm.**

To learn more about Centre Wellington Hydro visit our website at www.cwhydro.ca.

We thank all applicants for their interest but advise only those selected for an interview will be contacted. Accommodations are available during all aspects of the recruitment process. Applicants contacted by Human Resources for an interview are asked to make their needs known in advance.