

Position
Profile

Tillsonburg Hydro Inc.

Manager of Operations and
Distribution



**TILLSONBURG
HYDRO INC.**



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THE POSITION

The Town of Tillsonburg is seeking to recruit a Manager of Operations and Distribution. The Manager will report directly to the General Manager, Hydro Operations.

BACKGROUND

Tillsonburg Hydro Inc. (THI) is 100% owned by the Town of Tillsonburg and operates as a regulated company under the auspices of the Ontario Energy Board. THI serves more than 7,500 customers covering 22 square kilometres in the Town of Tillsonburg. THI's mandate is to provide the people and businesses of Tillsonburg with a reliable power supply while maintaining a safe distribution system. THI is a small electricity Local Distribution Company with 14 employees.

Tillsonburg Hydro Corporate Strategic Direction		
Vision	To deliver electricity through safe, dependable, cost-effective and environmentally responsible practices.	
Mission	A local energy distribution company committed to maximizing value to our stakeholders through innovative solutions.	
Core Values	Safety	Promoting safe and efficient practices in the supply, delivery, education and use of energy.
	People	Creating an atmosphere for employees that promotes empowerment and commitment to the THI vision.
	Integrity	Focusing on transparent, responsible and fiscally sound leadership.
	Agility	Responding to our customers, community and industry trends while seeking excellence and continuous improvement in all business areas.

CANDIDATE PROFILE

The Manager of Operations and Distribution is accountable for the operation of the electrical distribution system for THI. The operations section includes all functions related to line construction, operations, maintenance and Network Monitoring.

The Operations and Distribution team includes 9 staff made up of a Foreperson, Line Technicians, Meter/GIS Technician, Customer Service Technician, and a Light Equipment Operator.

DUTIES & ACCOUNTABILITIES

- Provides customer service regarding all hydro related activities
- Management of all ESA audits (Reg. 22/04 and DDI) and reporting requirements
- Oversight of the operation and maintenance of all overhead and underground distribution infrastructure as per OEB DSC Appendix C and applicable THI Standards
- Work closely with the General Manager to address any labour relation requirements which could include resolving any compliance issues with the current collective agreement, support negotiation of future collective agreements, and administration of discipline (if required)
- Securing the cooperation of external stakeholder e.g. other distributors on operational matters
- Participate and comment on the review of site plans and designs
- Management of capital projects and budgets

- Conduct site inspections with developers and staff
- Provide consultation with Engineering team on design options
- Ensure transfer of third party assets (pole attachments) is completed in a timely manner after end-of-life pole changes or upgrades
- Ensure there is continuous compliance of controls regarding regulatory standards with respect to ESA, OHSA, IHSA, WSIB, OEB and other regulatory bodies affecting the Utility and employee performance
- Report/communicate on Health and Safety issues to Management.
- Ensure regulatory audits recommendations are complied with and documented.
- Ensure that adequate safety crew visits are maintained and necessary reports are prepared for the General Manager
- Aware of safe work practices relating to job responsibilities and have thorough understanding of the Occupational Health & Safety Act as it relates to the work environment
- Securing cooperation with external parties e.g. customers, key accounts, contractors, other utilities regarding infrastructure location, planning, scheduling and asset installation
- Manage meter operations and data flow (Smart & Conventional Meters)
- Oversee and manage service agreements with external contractors
- Ensure that adequate records are maintained in that all necessary reports are properly prepared in accordance with approved schedules
- Prepare and recommend capital and maintenance budgets
- Prepare operational reports for Tillsonburg Hydro Inc. board meetings as required and all operational meetings and matters
- Keep informed of developments in system, equipment and operating methods related to the departmental activities and recommend, report and/or seek approval from or through immediate supervisor, policies, practices, procedures and objectives
- Prepare and deliver regular safety meetings for staff
- Manage administrative functions related to direct reports (timesheets, vacations, performance reviews, training, etc...)
- Performs all other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education / Training

- Recognized Apprenticeship relating to the industry (e.g. Powerline Technician) or a college diploma in a related field

Experience

- Minimum three years management experience
- Experience working in Operations of a small LDC
- Experience in managing a unionized work force

Skills and Knowledge

- CPR/First Aid training
- WHMIS training
- Valid Class G Drivers' License
- Valid Class DZ Drivers' License would be considered an asset
- Knowledge of electrical inspection process
- Knowledge of Operators Hold Offs and Switching with other utilities
- Utility Protection Code Certificate would be considered an asset
- Ability to read blueprints and interpret drawings
- Excellent organizational skills
- Excellent project management skills
- Excellent communication skills for contact with the public, a variety of professionals, employees, and government agencies
- Ability to establish and maintain effective working relationships
- Ability to problem solve, motivate, coach, train and supervise staff

APPLICATION INFORMATION

To explore this opportunity further, please email your resume (filename - "Last name, First name - CV"), with "Tillsonburg Hydro Manager of Operations and Distribution" in the subject line, in confidence to Larry Sartor at larry@sartorandassociates.com and Mark Fukuzawa at mark@sartorandassociates.com.

It is the Town of Tillsonburg's policy to comply with all applicable laws and regulations which prohibit unlawful discrimination because of race, religion, creed, colour, national origin, sex, sexual orientation, age, disability or marital status or any other protected class.

We thank all those that apply for the position, however, only those selected for an interview will be contacted. Thank you for your understanding