

JOB DESCRIPTION

Job Title: Supervisor, Hydro Maintenance Position Number: 92-14

Status: Permanent Pay Level 10 Bargaining Unit: X Yes No

Supervisor's Title: Director, Operations Department: Operations

Direct Reports: Maintenance Mechanic (3)
Plant Operator (2)

SUMMARY

The Supervisor, Hydro Maintenance, is accountable to provide leadership and direction to a result driven team. As a member of Yukon Energy's supervisory team, this position is responsible to maximize the development, performance and engagement of staff, including directing work and providing regular performance feedback to ensure alignment with both departmental and corporate goals and objectives.

As a working supervisor, you are responsible for the management of the hydro asset preventative maintenance program. You will leverage your expertise, knowledge of the industry, and client relationships to achieve the accountabilities below.

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1. Adheres to the Corporation's high safety standards by following approved safe working plans and worker administered and operator administered protection plans.
2. Provides leadership, direction and support to employees on matters related to the scheduling and assignment of work to ensure safe and efficient hydro power generation. Plans and coordinates mechanical hydro and Mayo plant operations activities to ensure group objectives are achieved.
3. Participates as hiring supervisor for department vacancies.
4. Directs Mechanics and direct report Plant Operators on all personnel matters including full cycle performance planning, coaching and performance review assessment.
5. Provides leadership, direction and support to employees on matters related to the scheduling and assignment of work to ensure safe and efficient power delivery.
6. Establishes scope of work, cost analysis and budgets for tendering projects and participates in the review and selection of successful tender.
7. Manages detailed financial forecasting and budgets.
8. Identifies and implements business process improvement.
9. Collaborates with the Maintenance Job Planner to coordinate and schedule overhaul and preventative maintenance programs of hydro prime movers, water, and conveyance and auxiliary equipment to ensure that equipment is effectively maintained at peak operating efficiency. Identifies, justifies and provides background data for proposed capital and major O&M projects.

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10. Utilizes the Enterprise Asset Management system to analyze trends in equipment maintenance needs such as breakdown, preventative maintenance, and corrective maintenance, average time between failures, and time to repair. Make recommendations for improvements to maintenance practices and frequencies based on trends.
11. Visits plants as required to oversee preventative maintenance inspections, monitors and reviews maintenance reports and follows-up to ensure appropriate action is taken to meet mandatory and preventative maintenance requirements.
12. Upgrades mechanical drawings, maintains accurate records of work performed and provides written reports on a timely basis.
13. Manages existing budgets and provides recommendations and support in the preparation and planning of annual budgets with regular monitoring and reporting.
14. Establishes scope of work, cost analysis and budgets for tendering projects and participates in the review and selection of successful tender.
15. Develops and implements preventive and predictive maintenance programs.
16. Makes recommendations for training needs and provides technical and troubleshooting assistance.
17. Responds as part of the essential Emergency Preparedness Plan team for all Yukon Energy facilities.
18. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines.
19. Other related duties.

WORKING CONDITIONS

Work is conducted in both a normal office environment and the plant facilities. This could result in exposure to high voltage and spinning equipment, heights, open water, confined space and plant environment. Travel and periods of immediate stand-by coverage are requirements of this position. May be exposed to inclement weather while working outside and when traveling.

KNOWLEDGE, SKILLS, AND ABILITIES

- Red Seal Mechanical or Millwright journey certification with extensive experience in power generation and plant operations.
- Customer centric with effective team building, coaching and leadership skills with the ability to implement goals.
- Well-developed oral, interpersonal and communications skills.
- Experience with EAM/CMMS is required.
- Proficient in computer software applications, in particular, Microsoft Office Suite.
- Capability to role model, coach and reinforce operational expectations;
- Strong negotiation, analytical, problem solving, planning and organizational skills with a clearly defined sense of urgency.
- Demonstrated commitment to preventive/predictive maintenance programs.
- Several years' experience leading a team.

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- Strong negotiation, analytical, problem solving, planning and organizational skills with a clearly defined sense of urgency. Demonstrated commitment to preventive/predictive maintenance programs.
- Certification in WHIMS, TDG and rigging and hoisting.
- A valid class 5 driver's license and clean Drivers Abstract.
- A valid First Aid certificate.