



## Exhibition Place

### JOB OPPORTUNITY

**JOB TITLE:** Electrical Project Engineer

**JOB TYPE:**

3 Year Contract

**HOURS OF WORK:** 35 hours/wk.

**POSTING DATE:** April 5, 2019

**CLOSING DATE:**

April 30, 2019

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Reporting to the Capital Works Manager, the Electrical Project Engineer will be the lead for the development and implementation of a multi-year electrical capital works program to replace, repair, upgrade, expand and maintain high/low voltage electrical infrastructure at Exhibition Place (both underground and above ground) including all cables, associated equipment, substations and distribution systems.

#### Major Responsibilities

- Lead engineer responsible for all high/low voltage electrical infrastructure projects / programs from concept to completion including the development and management of the scope, cost, budget and schedule for the execution of the projects
- Manage all aspects of the public tender processes for the high/low voltage electrical capital works projects including development and issuance of tender documents; respond to scope of work questions during tendering process; issuance of addendum; review / evaluation of tender submissions; determination of the recommendations for contract award; and providing advice on the preparation of contract agreement
- Manage the construction phases of the high/low voltage electrical capital works projects including providing comments on all design work / changes; producing, revising, monitoring and assessing the schedule from engineering, procurement, permitting, construction to commissioning; final close-out of contracts; and ensuring all work is properly scheduled so that power is maintained at all times for shows and events
- Facilitate and lead meetings related to the high/low voltage electrical capital projects for the owner, consultants, general contractors, subcontractors, and customers related to the project and provide input and electrical engineering resources throughout the project
- Produce monthly progress reports for the Capital Works Manager related to the projects being managed including preparation and distribution of minutes
- Manage any changes to the project work including negotiating, preparation and approval of any Change Orders
- Monitor and manage high/low voltage electrical project budgets and recommend progress payments to consultants, contractors and suppliers
- Assist the Capital Works Manager, as required, with the Exhibition Place 10-Year State of Good Repair program including the preparation of the annual Capital Works project list and the project budget; and the development / revisions to design and construction standards, specifications and processes for implementation of the Capital Works program
- Provide engineering advice, as required, for any Exhibition Place capital project including ones related to mechanical, electrical, civil and architectural work
- Assist the Director of Operations in the development of protocols, procedures, processes and reports related to the management of the in-house electrical metering systems and the analysis and trouble-shooting of irregularities of the metering hardware, software and power distribution / consumption
- In the absence of the Capital Works Manager, manage the Capital Works Division
- Perform other duties as assigned

#### Required Qualifications

1. Bachelor of Electrical Engineering and eligible for membership in the Association of Professional Engineers of Ontario or registration with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist or equivalent combination of education and experience in a discipline pertinent to the job function.
2. Several years' experience in the design of electrical/mechanical project along with several years' experience managing high voltage engineering projects which include the design of high voltage substation, low voltage secondary distribution and emergency critical power supply systems.
3. Experience in utilizing software packages (word processing, spreadsheets, databases, and electronic mail) and electrical design software.
4. Good interpersonal skills with the ability to communicate effectively both verbally and written at all organizational levels.

5. Proven experience in project management.
6. Proven experience in conflict management and negotiations.
7. Proven customer service skills.
8. Demonstrated knowledge of and ability to interpret collective agreements, *Occupational Health & Safety Act*, fire safety regulations, building codes and other applicable codes and regulations.
9. Understanding of project financial budgets and controls.
10. Municipal, city or campus experience is an asset.

**How to Apply:**

To apply for this position, mail, fax or e-mail your resume/application and cover letter which describes your qualifications in relation to the qualifications required to: Human Resources Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to [humanresources@explace.on.ca](mailto:humanresources@explace.on.ca)

**Accommodation:**

Exhibition Place is committed to fostering a positive and progressive workforce. We will provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Exhibition Place's Accommodation Policy. You can request accommodation at any stage of our hiring process.

If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.