

JOB TITLE: Electrical & Energy Services Coordinator JOB TYPE: Permanent

HOURS OF WORK: 35 hours/wk. **SALARY RANGE:** \$80,114 - \$101,028 /yr.

POSTING DATE: August 4, 2020 CLOSING DATE: August 18, 2020

Reporting to the Director of Operations Services, the Electrical & Energy Services Coordinator is responsible for overseeing all activities related to the delivery of electrical and energy supply and services including energy monitoring, metering and electrical efficiencies.

Major Responsibilities

- Supervise, plan and coordinate work assignments and the administration of electrical services.
- Oversee the electrical maintenance of high and low voltage distribution, building automation, data communication and site auxiliary systems.
- In conjunction with the Building Coordinator oversee the electrical operations and maintenance related to the district energy system servicing the hotel.
- Coordinate the operation and maintenance of the in-house electronic metering, conservation and billing systems.
- Review utility data and energy consumption reports, provide guidance with respect to energy conservation for buildings, grounds and shows and source out and recommend new initiatives for energy conservation / savings.
- Source out, prepare and submit applications for energy loans, grants and incentives.
- Coordinate production of annual reports on energy conservation initiatives and performance of new energy technologies.
- Liaise with all division coordinators, third-party contractors and clients in the provision of services.
- Prepare cost estimates for the supply of services.
- In accordance with the preventative maintenance & inspection program, verify inspections are conducted and equipment is maintained in proper working order.
- Assist with the administration and enforcement of Health & Safety, including the Occupational Health & Safety Act.
- Provide technical support for in-house capital works projects.
- Assist in the development and implementation of policies, procedures and standards in the area of electrical and energy services.
- Assist with the administration of the collective agreements in the areas of negotiations, arbitration and grievances.
- Assist in the preparation of tender documents, quotations and contracts as they relate to electrical services.
- Assist with the building audit process of all buildings including tenanted managed buildings.
- Provide input and monitor operating maintenance budget and recoveries.
- Provide input to the capital budgets.
- · Perform other duties as assigned.

Required Qualifications

- 1. Post-secondary education or trades license in a discipline pertinent to the job function or an equivalent combination of education and experience. Licensed Electricians will be preferred.
- 2. At least ten years' experience in maintenance of high-voltage electrical equipment, electrical construction and maintenance and operation of electronic metering system in exhibition environment.
- 3. Experience in supervising staff in a unionized environment dealing with large scale events.
- 4. Experience utilizing software packages (word processing, spreadsheet and electronic mail).
- 5. Sound knowledge of energy conservation and emerging energy technologies.
- 6. Good interpersonal skills with the ability to communicate effectively both verbally and written at all organizational levels.
- 7. Proven customer service skills.
- 8. Demonstrated knowledge of and ability to interpret collective agreements, Occupational Health & Safety Act, Workplace Hazardous Materials Information System, applicable codes, standards, guidelines and government legislation as they apply to electrical services.
- 9. Ability to work days, evenings and weekends including holidays, as required to support operational requirements.

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.

Equity, Diversity and Inclusion:

Exhibition Place is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

Accommodation:

If you are an individual who requires accommodation to apply to this position, due to disability under the Ontario Human Rights Code, please email us at humanresources@explace.on.ca quoting job title and closing date. Exhibition Place is committed to providing Code-protection accommodation throughout its hiring process.

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