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Manager, Local Operations

Hours of Work:

Location of Work: Cambridge Bay, Nunavut

Is position eligible for bilingual bonus? Yes

Should position have a trainee? Yes

Criminal Record Check Required? Yes?

PURPOSE

The Manager of Local Operations is responsible for the effective administration and management of activities on KPI work sites, including both local and off site operations. The Local Operations unit provides staff and equipment support to all of the projects Kitnuna is involved with. The Manager acts as an advisor to senior management on a full range of administrative and management related activities.

SCOPE

The Manager Local Operations, reports directly to the General Superintendent of KPI and is responsible for the

RESPONSIBILITIES

The Manager will be responsible for overseeing the activities of assigned staff and will ensure they are trained and able to follow pre-determined procedures and safety regulations. The Manager will identify training requirements, recommend staff for training and development opportunities and ensure sufficient numbers of employees from labour pool are cross-trained. Manager will also be responsible for allocating correct number of staff to projects as required.

Manager will be responsible for a number of administrative procedures such as the correct recording and collection of site records including survey notes, daily journals, work orders, time sheets, employment records, WCB report and other project activity records. The Manager will review the materials and ensure accuracy and timeliness of the reports along with following up on incorrect procedures, safety issues, compliance with health and safety regulations and Labour Laws.

The Manager will need to have a thorough understanding of the companies' policies and procedures in the areas of health and safety, operations and equipment management. The Manager will also be expected to have knowledge and understanding of the Personnel Manual and Employee Handbook.

Manager will assist the General Manager of KPI by providing leadership, direction and knowledge of project processes in relation to contract requirements and the bidding process.

The Manager will oversee operations in the shop including the ordering of parts and equipment, coordination of preventative maintenance, emergency repairs, inventory control and monitoring of internal vs external clients for shop time. Working with the shop manager, the Manager Local Operations will work to ensure that the shop is profitable and that all invoicing is completed on time and accurately.

Reviewing contract activity and ensuring that all invoices including progress claims for payment of completed work are submitted in a timely basis. This will apply to all local contracts and to all off site projects where equipment from the business unit is being utilized.

Knowledge, Skills and Abilities

Knowledge of proper fuel handling techniques and safety procedures required. The Manager should have experience in refueling aircraft and monitoring of fuel for quality control purposes and safety concerns.

Knowledge of sea lift operations.

Strong supervisory skills and the ability to lead and motivate staff.

Strong analytical and problem solving skills: The ability to analyze a problem, find the root cause and implement an improved procedure to minimize the chances of this issue re-occurring.

Working Conditions

Physical Demands

The incumbent will spend the majority of their work day sitting in front of a computer monitor. Heavy lifting will be required on a regular basis and incumbent should be able to comfortably be able to lift up to 50 pounds on occasion.

Environmental Conditions

Typically the incumbent works in a comfortable office environment. Approximately one third of the time, the Manager will be required to work out of doors and may be exposed to inclement weather, dirt and fumes, proper safety equipment will be provided. As the position is based in the Arctic, adverse weather conditions are to be expected.

Sensory Demands

The incumbent must spend long hours on the computer analyzing data and preparing detailed reports which requires attention to detail and high levels of accuracy.

Mental Demands

The Manager Local Operations will have to manage a number of requests and situations at one time. Stress may be caused by tight deadlines, the variety of tasks and the volume of the workload at certain times of the year.