



## Job Description – Operations Manager

<b>Position Title:</b>	Operations Manager
<b>Reports to:</b>	Division Manager (CEO, Director, Manager), Board of Directors
<b>Number of Direct Reports:</b>	5-10
<b>Wage &amp; Benefits:</b>	\$80,000 per annum with company truck and fuel card

### Position Summary:

The Operations Manager oversees all aspects and phases of company operations and is responsible for maximizing profitability, leading change, and providing excellent service. Managing operations of up to \$1 million in value, the Operations Manager will work collaboratively with the staff and Senior Managers. They will oversee the operations coordination and operations of contracts to ensure high quality results.

### Job Duties and Responsibilities

- Provide direction and planning of all aspects of a project contract(s) once awarded utilizing the resources of other departments.
- Manage financial aspects of contracts to maintain good relationships with clients.
- Define policies within operations as needed to ensure the successful and safe completion of a contract(s).
- Negotiate, determine and implement design and pricing changes within a contract as needed.
- Assist in the review and negotiate contract(s) in conjunction with Senior Management.
- Manage specific contract(s) to ensure they are performed in accordance with design, budget and schedule.
- Monitor and control progress, costs and budgets throughout the contract(s).
- Attend job site meetings.
- Prepare proposals, submittals, change orders, and material ordering.
- Manage work flows efficiently.
- Dispatch drivers accordingly to meet contract(s) needs.
- Monitor and control progress, costs, and budgets throughout the contract(s).
- Provide training, support and direction to employees to ensure understanding of and adherence to standard operating procedures (SOP's).
- Communicate with the board of directors regarding possible issues impacting operations.
- Work in collaboration with the Project Supervisor to ensure mutual success of contract(s).
- Perform supervisory functions which include following up with staff while holding employees accountable through recognition & discipline.
- Adhere to applicable safety and environmental standards, regulations and company policies.
- Other duties as required.
- **Operational**
  - Oversee the collection and recording of statistical information for reporting purposes
  - Assist in the documentation and tracking of work orders and billing.



- **Facility & Equipment**

- Ensure compliance with industry, company, and project standards, including making sure physical plant and transportation equipment is free from hazards and meets permitted requirements.
- Participates in training, inspection, investigation and continuous improvement programs.

**Educational and Technical Requirements**

- Engineering degree or technical certification in a related field is an asset.
- Strong computer software (MS Excel, Word) skills required.
- First Aid and WHMIS certifications would be an asset.
- Must have a valid driver's license.

**Experience**

- Three to five years of progressive experience in project management or similar role in a related field.
- Minimum two to five years of with project related work field.
- Experience producing accurate reports within established deadlines.
- A minimum of two years of experience supervising teams and managing projects.
- Experience with scheduling and making logistical arrangements.

**Physical Requirements**

- Must be able to lift and control equipment and materials up to 50 lbs.
- Must be able to walk around project sites.
- Manual dexterity is required.
- Standing for extended periods.
- Bending, crouching, and kneeling.

**Personal Attributes**

- Driven by deadlines, and highly organized.
- Comfortable working within tight deadlines and adapting to changing priorities.
- Reliable, dependable, honest and trustworthy.
- Ability to independently and as part of team.
- Takes ownership and pride in accomplishments, tasks and projects.
- Ability to work in a safe and responsible manner.
- Superior attention to detail, critical thinking.
- Effective communication skills – written and verbal.
- Able to work with people from varied backgrounds

**Leadership Qualities**

- Develops and maintains effective working relationships across the company.
- Solutions focused with a positive attitude.
- Solid business acumen and project management skills; focused on executing the objectives of a project on time and on budget.
- Role models the outlined personal attributes for the team.
- Effective leadership skills; leads by example, mentors employees and works collaboratively with team members.
- Integrative thinker and excellent problem-solving skills.



- Strong work ethic, ability to multi-task in a high-pressure work environment
- Attention to detail, organization skills
- High initiative, self-motivation
- Strong, interactive team player.
- Excellent time management skills, ability to manage multiple priorities.
- Excellent communication and presentation skills (verbal and written).

**Work Environment**

- Fast-paced environment.
- Work under pressure.
- Working outside – exposure to the elements.

**Compensation Package**

We offer a highly competitive salary and incentive bonus plan together with extended medical benefits.

For all enquiries or to submit a resume please contact Blair Tassone, [blair@kenestransportation.ca](mailto:blair@kenestransportation.ca).

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_