



Brantford Power Inc.

Manager – Operations Planning and Support

The Operations Planning and Support Manager will report directly to the Vice President of Operations and Engineering.

This position will work closely with the Operations Manager and other members of the Operations and Engineering management team to coordinate planning and optimize delivery through the analysis of cross functional information.

Key Responsibilities include:

- Works closely with and provides support to Operations Manager by working closely with SCADA, Engineering; HR; Customer Service, Regulatory and Finance groups through analyzing and reporting relevant financial and statistical information; actual vs. plan for action and course correcting decisions.
- Plans and implements staffing and contractor schedules based on safety; capital plan; asset management; business demands; inventory demands and transaction levels.
- Assists Operations with use of staffing tools to create staffing plans for each workgroup.
- Compiles annual budget preparation; compiling data from asset management system, Operations, SCADA and Engineering groups to develop the capital plan and Operations budget.
- Conducts monthly variance analysis of actual operational costs vs. budgeted; analyzes data and creates reports to advise Operations Manager on trends in their business so they can execute and adjust plans accordingly; Variance analysis to include review of Capital to OM&A spending impact. Provide monthly reporting on level of completion of key Operations initiatives and projects.
- Works with HR to monitor attendance records and advise Operations Manager on corrective action
- Provide Operational support to HR during contract negotiations
- Responsible for provision of data retention documentation for Operations
- Provides analysis and lends support to Operations and Warehouse to ensure that they have the tools and resources to succeed in their functions.
- Provide support to Warehouse activities in the overall procurement process. Leads Operations efforts for tenders of services and fleet. Procurement support to focus on analysis of material/equipment procured and recommendations for standardization and optimization of purchases.
- Monitor and analyze Outage Database; provide regular reporting to Regulatory and VP of Operations & Engineering, for business and capital intelligence purposes.
- Create monthly fleet management status reports to assist with maintenance and replacement of vehicles
- Provide quarterly status update on asset management inspections and maintenance plans execution results.
- Responsible for ensuring the Emergency Preparedness documents are up to date.
- Support Operations with periodic availability for after hours on-call duty as required.

Experience/Requirements:

- 3-5 years operations management experience (utility sector an asset)
- Business or Engineering Degree/Diploma is an asset
- Internal/External customer service experience
- Proven experience with Operations related audits and analysis
- Exposure to the procurement process
- Knowledge of Health and Safety work programs principles
- Experience with Emergency Management is an asset
- Experience managing in a unionized environment an asset
- Knowledge of computer systems (i.e. Microsoft Office) and applications related to the utility sector is an asset

Qualified candidates are invited to send a detailed resume and cover letter by **Thursday, February 28, 2019 at 4:30 p.m.**, to the attention of:

Human Resources
Brantford Power Inc.
P. O. Box 308, 84 Market St.
Brantford, ON N3T 5N8
Fax: (519)753-6130
E-Mail: bpresumes@brantford.ca
doc or rtf format please

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.