

Job Description

Job Title:	Manager, Engineering Machine Shop
Department:	Engineering Machine Shop
Reports To:	Associate Dean, Resources and Planning
Jobs Reporting:	Lead Hand, CNC Machinist Technician (2), Machinist/Welder/Fabricator, Welder/Fabricator (2), EMS/ESMS CNC Technician, Office Administrator, Storeperson
Salary Grade:	USG 11
Effective Date:	October, 2022

Primary Purpose

The Manager, Engineering Machine Shop, is responsible for the day-to-day management of the Engineering Machine Shop (EMS). Responsibilities include direct supervision of technical and administrative staff in the EMS. The Manager will maintain a culture of safety in all areas of the EMS and plan for and implement measures that continuously improve the quality and efficiency of operations. The Manager should have a sense of ownership for the EMS and will willing to adapt schedules to match deliverables and responsibilities of the position. The Manager, Engineering Machine Shop reports to the Associate Dean, Resources and Planning.

Key Accountabilities

Provides daily supervision for the Engineering Machine Shop, including but not limited to:

- Oversees the recruitment, evaluation, performance management, promotion, professional development, and retention of all technical and administrative staff
- Ensures resources are utilized to provide high level of client service to stakeholders. Stakeholder groups include faculty, staff, and students
- Conducts regular staff meetings at least once per month or more frequently as needed
- Fosters an environment of integrity, cooperation, and exceptional client service
- Investigates, recommends, and implements new technologies and initiatives to improve client service and enhance safety

Ensures compliance with safety regulations according to federal, provincial and university standards:

- Maintains a safe working environment
- Ensures staff members have appropriate safety training for using current and newly purchased equipment
- Meets regularly with the unit Health and Safety Coordinator
- Maintains records to cover training, SOP documentation, equipment maintenance, monthly and annual facility and equipment safety inspections, pre-use inspections, injury reports, incident reports, and accident investigation reports
- Meets regularly with peers from within Engineering faculty to discuss, review and share best safety practices including the Engineering Safety Planning Committee
- Includes in monthly staff meetings a discussion of any outstanding safety concerns and communicates how past concerns have been resolved
- Reviews PPE and safety equipment requirements with staff and provides new equipment when required

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Administrative Duties, Financial Accountability, including but not limited to:

- Implements and maintains up-to-date technology wherever appropriate to provide efficiencies and detailed per-term reports defining shop users, user levels, counter sales, labour hours billed, and use account tracking when possible
- Ensures financial accountability is maintained in accordance with university requirements and standards
- Oversees administrative aspects of the unit and maintains confidential files, correspondence, etc.
- Collaborates with Procurement, Finance, and Human Resources as needed to resolve issues that may arise

Maintains facilities, machinery, and equipment infrastructure, including but not limited to:

- Reviews current machinery and equipment inventory
- Acquires, upgrades, or surplus as necessary to maintain efficient use of space and ensure productivity
- Prepares and submits proposals when large equipment purchases are deemed essential
- Acts as liaison contact person with Plant Operations and/or outside services for the facilities in all matters concerning building repair and maintenance, machinery and equipment repairs, installation of new equipment, etc.
- Maintains symbiotic relationships with peers in other similar institutions to promote and share best practices for technological advances, safety protocols, and policies and procedures

Collaborations with Manager, Sedra Student Design Centre

- Works closely with the Manager, Sedra Student Design Centre to implement a resource sharing plan, including staff and equipment, which benefits both units
- Shares ideas and collaborates on capital equipment purchases, repairs, and upgrades for existing equipment, etc.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- High School Diploma and a Certificate of Qualification (Ontario preferred) in one of the following trades: General Machinist, Tool & Die Maker, Mould Maker

Experience

- Minimum of 10 years of experience in the safe and competent operation of all equipment in the Engineering Machine Shop including the CNC Mill
- Proven, extensive, documented experience supervising machinists and/or other technical and administrative positions for at least 5 years
- Teaching and mentoring skills, e.g., apprentices in a shop setting, which can be applied to new hires and co-op students in a workshop environment
- Demonstrated experience overseeing administrative and financial aspects of a machine shop including usage levels of machinery/equipment, revenues, etc.

Knowledge/Skills/Abilities

- Intermediate experience with MasterCam, Solidworks, CNC controllers

Nature and Scope

- **Contacts:** Deal with, influence or motivate staff members to work in an effective, professional and safe manner. Collaborate with others in the UW community in a positive manner when requested to ensure the success of special programs and projects that will enhance the student experience.
- **Level of Responsibility:** The job has specialized work requiring important safety oversight, with minimal supervision and has direct reports.
- **Decision-Making Authority:** Problems and decisions typically faced by this position will mostly fall within established procedures and University policies; however, in some cases unique situations will arise that fall outside of established procedures. The position is expected to function independent of direct supervision in all cases; however, the Associate Dean, Resources and Planning will be consulted in all cases of conflict.
- **Physical and Sensory Demands:** Physical demands are typical of a manufacturing environment; standing for long periods of time, exposure to machine noise, heavy lifting, and potential for injury. Based on the demands, the job requires exertion of physical or sensory effort resulting in moderate fatigue, moderate strain, or risk of injury.
- **Working Environment:** Machine shop; standing and walking on a concrete floor, exposure to machine noise.