



Advanced Energy Management Ltd.

*Putting our **energy** into saving yours*

Advanced Energy Management Ltd. (AEM) wants you to join our growing company and talented team! AEM has been in business for over 30 years in the Atlantic Provinces and has strategically expanded to Ontario through our sister company, ProTherm Ltd., who have been in business for over 30 years, and Bacon Engineering Ltd. who have been in business for 50 years.

AEM is known for managing energy for buildings and providing HVAC solutions to optimize energy usage. We are currently seeking an **Operations Manager** working out of our Dartmouth, Nova Scotia office.

Reporting directly to the VP of Operations, the Operations Manager will oversee commercial projects while strategically managing budgets, deadlines, resources, and deliverables. With a proactive approach, the Operations Manager will plan and account for potential project roadblocks and challenges in addition to acting as a technical resource for technicians. In addition, the Operations Manager will manage and supervise the Automation, Installation, and Service Technicians to ensure important information are communicated effectively to clients and internally.

Duties and responsibilities include, but are not limited to the following:

Leadership and Management:

- Manage and support programmers, service technicians and installers, in solving technical problems on jobs.
- Resolve and manage conflicts involving employee issues, including behavioural issues with sub-contractors
- Ensure resources are best utilized to meet both project and service requirements.
- Conduct employee performance appraisals effectively and utilize this tool for coaching and skill development.
- Participate in strategic company planning sessions

Organizing & Planning:

- Develop and manage processes necessary for the execution of projects, from the project turnover phase to the final commissioning stage.
- Liaise with project team and identify resources needed to meet project schedules, including hiring of sub-contractor if necessary.
- Manage all projects effectively and efficiently to maintain optimum balance between profitability and quality
- Maintain project management systems to ensure information is accurate for project documentation

Quality Control & Profitability:

- Develop, implement, and maintain automation standards and processes with the Automation Team Leader and ensure technicians are adhering to standards and processes.
- Preparing monthly project billing schedules and Work in Progress
- Resolve customer issues effectively and efficiently.
- Ensure employees adhere to safety policies and procedures as well as conduct hazard assessments consistently.

Team Collaboration & Communication:

- Strategically assign projects and effectively communicate progress to technicians to ensure all projects are completed in a timely manner.
- Foster great teamwork and promote team building to create good team effectiveness
- Run weekly huddles with programmers, service, and installation team to discuss jobs and ongoing projects as well opportunities, challenges, and successes



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Qualifications & Experience:

- University or Technical Diploma in Building Automation Systems, Electrical Engineering Technology, Mechanical Engineering, Energy Systems Technology, HVAC or a related field of study coupled with a minimum of 5 years' experience in project management within the construction industry.
- Strong knowledge of HVAC systems and process, building automation systems, and or controls systems is required
- Effective leadership skills with the ability to coach, develop and motivate others
- Demonstrate excellent organization and planning skills with the ability to manage time efficiently
- Proven ability to analyze and resolve issues with strong ability to stay calm, and maintain good working relationships with others
- Experience in identifying and implementing continuous process improvements
- Ability to build professional credibility and interpersonal relationships through effective communication
- Demonstrate ability to work well in teams with the capacity to deal with challenging people
- Advanced computer skills including MS Office, Excel, AutoCAD, Project Management Systems, etc.
- Respect the confidential nature of certain information

Working Conditions:

- Willing and able to travel within Nova Scotia to visit job sites and customers; as well as potential travel to other Atlantic Provinces as required.
- Ability to work overtime outside the normal working hours with minimal notice
- Willing and able to work in an environment where temperature could be either hot or cold; or work in an area where noise may be louder than average
- Ability to lift up to 30lbs. unassisted as well as perform repetitive tasks.
- Must be fully vaccinated against the COVID-19 virus.

WHAT WE OFFER:

At AEM, we believe in hard work and a good quality of life. Our work environment is one in which people enjoy coming to work. We empower people to make decisions and do whatever it takes to delight customers and take time to have fun and develop relationships with employees. Some benefits are:

- Above-industry Earnings
- Group Benefits and RRSP
- Fitness & Clothing Allowance
- Work life balance, Friday Afternoons Off
- Flexible working hours

TO APPLY

If you are interested in joining our team; please apply by sending your updated cover letter and resume to careers@aemltd.com. The job advertisement will remain posted until position is filled.

We thank all applicants for their interest in a career with AEM. Only successful candidates will be contacted for an interview.