



## **Manager, Corporate Services**

Festival Hydro is a distribution company serving 22,000 customers in seven municipalities in Stratford and surrounding areas. We are a progressive utility looking for an incumbent that supports our ongoing commitment to customer, employee, and operational excellence.

Reporting to the Vice-President-Engineering and Operations, the Manager of Corporate Services leads and supports all Procurement and Inventory activities for the company. This position is also responsible for developing all Capital and Maintenance Projects for the areas of Facilities and Fleet, following all applicable codes and regulations.

### **Primary Duties and Responsibilities**

- Approve equipment and material purchases for the construction and maintenance of the distribution system.
- Administer and improve the inventory and work order management modules.
- Ensure accurate records of material are maintained. Develop and/or maintain test reports, specifications, for regulatory requirements.
- Oversee the flow of Material Requisitions and Purchase Orders to ensure proper approvals are obtained and correct accounts are being used.
- Schedule annual audits of inventory with internal staff and external auditors.
- Review material costs on a regular basis and investigate methods of reducing costs and inventory levels through improved forecasting, reduced paper flow, sharing of resources with other utilities, and supplier alliances.
- Coordinate and approve RFP's for inventory purchasing, facility upgrades and fleet purchases.
- Forecast inventory levels to maintain adequate stock, ensure that adequate material is available for construction projects and emergency situations.
- Develop and maintain procurement policies and templates, and coordinate RFP's for entire company.
- Participate in monthly planning meetings. Coordinate preparation of a monthly capital monitoring summary report and capital timing plan for the management team.
- Administer preventative maintenance programs, annual testing and supporting documentation, participate in building and site audits with support from third party vendors as required.
- Capital and expense budget planning, project execution and monitoring.
- React to unplanned maintenance, repairs and employee requests and concerns. Develop third-party business relationships to ensure trustworthy, responsive and cost-effective contractors are available on call.
- Manage third-party service agreements related to facilities such as snow removal, HVAC maintenance, and janitorial services.
- Ensure all Health & Safety items are reviewed, prioritized, and resolved in a timely manner.
- Issue servicing agreements for all new developments and monitor agreements for expirations and required rebates.
- Other duties as assigned.



**Knowledge, Skills, and Abilities**

- Post-secondary education in Engineering, Business Administration, Project Management, and/or Purchasing.
- Designation as a Project Management Professional (PMP) and/or a Certificate in Supply Management (CSM) and/or Certified Professional Purchaser (CPP) considered an asset.
- Minimum 5 years of supervisory experience in facilities and/or purchasing. Alternative combination of education and experience will be considered.
- Experience in the preparation of budgets, correspondence, reports, agreements, and contracts.
- Strong problem-solving skills.
- Excellent oral and written communication skills; ability to communicate effectively, both internally and externally.
- Strong working knowledge of Microsoft Office Suite.
- Demonstrated commitment to safety and high ethical and quality standards.
- Knowledge of various Standards and Acts, including, Employment Standards Act, Occupational Health & Safety Act, Distribution System Code, ESA Reg. 22/04.

Interested candidates may apply by emailing their resume and cover letter to [bhartung@festivalhydro.com](mailto:bhartung@festivalhydro.com) by June 2, 2023. Please reference "Manager, Corporate Services" in the subject line.

We thank all applicants for their interest but advise only those selected for an interview will be contacted. Accommodations are available during all aspects of the recruitment process. Applicants contacted for an interview are asked to make their needs known in advance.