**Manager, Skilled Trades Laboratories and Shops**

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| **Faculty:** Applied Science & Technology  | **Employee Group:** Administrative  |
| **Campus:** Davis (May be assigned activities at any Sheridan campus) | **Payband:** NM |
| **Reference #:** 19/A/79 | **Hiring Range:** $96,615 - $102,654 |
| **Application Deadline:** August 20, 2019 | **Salary Range:** $96,615 - $120,769 |

Reporting to the Associate Dean – School of Skilled Trades and Apprenticeship, the Manager, Skilled Trades Laboratories and Shops directly oversees and is responsible for all operational aspects of the Skilled Trades laboratories and shops, comprising of 65,000 square feet of hands-on learning space in the state-of-the-art Skilled Trades Centre. This includes strategically moving labs forward in alignment with program and curricular advances, directing continuous quality and cost improvements, and leading the daily operational planning of technical activities, educational programs, infrastructure and lab resources (facilities, equipment and employees). The incumbent is innovative and comfortable with change management in a complex and interlinked environment. The incumbent ensures laboratory and shop facilities are appropriately staffed and that operations are in compliance with regulatory requirements (e.g. Health and Safety) as well as Sheridan policies and practices. The Manager leads a team of full and part time technologists and work-study students, and serves as an advisor/knowledgeable resource to faculty, staff and students. In addition, the Manager also supports scholarship, research, industry partnerships, creative and outreach activities undertaken by the School.

**Specific Responsibilities:**

* Assisting the Associate Dean in formulating and implementing short- and long-range goals for the operation of labs and shops;
* Ensuring the skilled trades labs and equipment contained within are capable of delivering the learning outcomes of existing and new academic programs;
* Researching and evaluating emerging technologies in the fields of the School’s programs to remain current;
* Providing expert recommendations to School management and faculty;
* Directing continuous quality and cost improvement efforts in labs and shops;
* Implementing new practices / methodologies to improve processes, productivity, and transparency;
* Building schedules and coordinating function and operation of activities across all labs and shops including shared use with other institutional departments/Faculties;
* Resolving conflicts involved in the shared utilization of space and equipment;
* Developing course schedules, staff schedules and performance requirements;
* Providing oversight of technologist scheduling and duties; Planning and scheduling work for the team to ensure proper distribution of assignments as well as adequate technologist coverage for space and facilities;
* Leading and managing the team in maintaining compliance with applicable regulatory requirements and standards (e.g. health and safety, quality, environmental and housekeeping);
* Participating and consulting with designate on Joint Health and Safety Committee;
* Optimizing staff and department performance; building professional capacity through effective recruiting; leading the development, mentoring and coaching of staff; Organizing team-building activities and events;
* Engaging in goal setting and ongoing performance management and evaluation of reporting employees;
* Providing leadership and empowering a diverse and capable team in a unionized setting. Working closely with faculty and staff on issues that impact services;
* Assisting the Associate Dean in the determination of fiscal requirements and in the preparation of budgetary recommendations;
* Writing proposals for submission to external funding agencies for grants that fund equipment purchases or applied research activities;
* Providing oversight of ancillary fee purchasing, and maintains associated records;
* Performing other duties and participates on other projects and activities as required;

**Qualifications:**

The successful candidate will possess the following qualifications:

* Master’s degree in in Mechanical, Industrial or Electrical Engineering or a closely related field such as Applied Science, or equivalently a Certificate of Qualification / Red Seal in a relevant trade (general machinist, tool and die, industrial mechanic millwright, electrical, welding, plumbing, etc. ) along with 5 years related lab/shop experience with at least 4 years managing others in a related field (or an equivalent combination of relevant education and experience). Dual-ticket and cross-training across multiple trades is preferred;
* Certification in Lean Six Sigma and the successful implementation of one or more performance improvement project in an industrial or academic setting is considered an asset;
* Experience maintaining machines, tooling and equipment; Capable of troubleshooting equipment, as required;
* Experience approving purchases and allocating costs across different budgets and projects;
* Ability to develop systems and processes to track and inventory high volumes of purchasing activity;
* Solid experience and knowledge of machines, tooling, equipment, electricity and power;
* Experience with implementation and enforcement of safety protocols;
* Ability to maintain a positive attitude and outlook in an environment of complexity and adversity;
* Demonstrated ability to develop and work with industrial partners;
* Ability to lead and delegate effectively;
* Strong analytical, problem solving and decision-making skills; Pragmatic and able to make rational decisions under pressure;
* Proven conflict management, facilitation, and negotiation skills;
* Strong verbal and written communication skills (e.g. clearly and concisely communicate instructions and mediate with techs, faculty, students, admin etc.); Able to negotiate and secure understanding from diverse clients, vendors or other stakeholders with conflicting needs;
* Strong organizational skills with the ability to effectively multi-task and prioritize;
* Ability to build strong relationships with all levels, students, faculty, staff, administration and industry partners;
* Capable of quickly learning and embracing new software and technologies;
* Enthusiastic, energetic and demonstrates initiative;
* High moral character and guided by a strong sense of ethics;

 **Assets / Desired:**

* Teaching experience / responsibilities;
* Industry-academic partnership experience;
* Project management;
* Current WHMIS, First Aid, and Working at Heights training

Sheridan welcomes diversity in the workplace and encourages applications from all qualified individuals, including visible minorities, Indigenous People, and persons with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sheridan is committed to accommodating applicants with disabilities throughout the hiring process.  At any stage of the hiring process, Human Resources will work with applicants requesting accommodation.

Note: Copies of educational credentials are requested at the time of an interview. As a condition of employment, Sheridan requires confirmation of educational credentials in the form of an official Canadian transcript or an official evaluation of international credentials which determines Canadian equivalency.

**Please apply online: https://www.sheridancollege.ca/working-at-sheridan.aspx**