

## DIVISION DIRECTOR-ELECTRICAL/MECHANICAL CONSTRUCTION ENGINEERING CONSULTING -Ontario

### EMPLOYEE MANAGEMENT

- Mentors and guides direct reports.
- Ensures that operational divisions have the right human and other resources to meet or exceed operational objectives and project delivery both for current and expected projects.
- Ensures appropriate human resources policies and practices are implemented, and provides timely and relevant feedback to staff.
- Participates in recruitment, training, discipline, and termination of staff as necessary.

### BUSINESS MANAGEMENT

- Member of the Operations Group and key contributor to and promoter of the Strategic Business Plan.
- Assesses the market, client and competitive trends summarizing external market influences and anticipating marketplace behavior and trends for their divisional market segment.
- Manages the execution of the annual divisional budget and revenue plan.
- Monitors progress of operations against plan and ensures timely reporting and implementation of any adjustments or revisions.
- Participates in strategic planning, strategic initiatives, and other activities that build the company as appropriate or requested.
- Actively seeks proposal reviews.

### BUSINESS DEVELOPMENT

- Capture new business and market share
- Primary relationship manager for key “A” clients either directly or by guiding and mentoring Group Managers.
- Prepares or leads the preparation of proposals directed at strategic accounts, including presentations to key accounts.
- Continuously assesses the marketplace and competitors to identify business opportunities to maintain a full pipeline.
- Actively pursues opportunities to expand existing client relationships and create new relationships.

### QUALIFICATIONS

- Strong people management and communication skills
- 4 year Engineering or technical degree with professional designation (or equivalent) and advanced technical skills
- 10+ years of direct experience in related engineering
- Knowledge of basic financial accounting principles and practices
- Ability to present to key accounts in both formal and informal settings
- Ability to present and lead discussions with staff.
- Ability to apply innovative thinking and analysis skills to solve complex problems
- Understanding of cost and risk management issues relevant to the consulting engineering business

- General knowledge of the tools used for product and service delivery such as AutoCad, Drawing Standards, Plotters, office productivity applications, etc