

Engineering Office Manager



Engineering Office
Indeterminate Full-Time position

About Us

SNOLAB is a unique world-class international facility for deep underground scientific research. Located 2km underground in the Vale Creighton mine, near Sudbury, Ontario, SNOLAB hosts a suite of surface facilities and laboratories including a 5000m² clean room underground. The science programme at SNOLAB is primarily focussed on subatomic and astroparticle physics, specifically the search for dark matter and neutrino studies.

The Position

The Engineering Office Manager is responsible for the functioning and performance of the Engineering Office, maintaining and implementing the quality management plan, ensuring professional standards of engineering, and ensuring efficient use of SNOLAB resources and devolved funds. The Engineering Office provides engineering services, including design, consulting and project management, to both the SNOLAB facility, and to the experimental collaborations for experiments hosted at SNOLAB. The office typically has 4 – 8 engineers and includes mechanical, electrical, chemical, and process engineers. The position includes, but is not limited to:

- Management of the group, including quality management, setting priorities, staff assignments, staff development, and supervision;
- Meet with SNOLAB directors to establish the office projects, deliverables and priorities;
- Meet with experiment research staff and other managers to define and deliver projects;
- Liaise and meet with external companies, contractors, TSSA, labs, and universities;
- Attend and present at experiment collaboration and review meetings as required;
- Review and approve drawings, specifications, calculations, and reports;
- Perform engineering work within your discipline;
- Travel to and work within the SNOLAB underground facility as needed;
- National and international travel as needed to fulfil the required duties.

Criteria

Education:

An Engineering degree with P.Eng, or eligible for P.Eng.

Experience:

Experience working within a multi-disciplinary engineering office or department;

Experience in management and/or team leadership;

Experience participating in technical and safety reviews (eg. HAZOP);

Experience in project management and managing budgets;

Experience working with/within universities and national labs would be an asset.

Salary Range

Salary will be determined by qualifications and experience and includes an attractive benefits package. Relocation assistance will be determined in accordance with SNOLAB policies.

To Apply

All applications must be submitted to jobs@snolab.ca. **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Interested candidates should include a cover letter and resume.

Closing Date

The posting will remain open until the position is filled, but review of applications will commence September 21st. SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, aboriginal peoples, members of visible minorities and persons with disabilities.

In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Further information about SNOLAB may be found at www.snolab.ca

Posting Date: September 7th, 2017