



Engineering Office Manager

Projects Division
Full-Time Indeterminate Position

About Us

SNOLAB is an international facility for world-class underground physics research and has an expanding programme in astroparticle physics and underground science. Located in an air-conditioned clean room 2 km underground in the Vale Creighton Mine near Sudbury, Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments focusing on neutrino studies and the search for galactic dark matter.

The Position

The Engineering Office provides engineering and design/drafting services in support of laboratory infrastructure and the experimental projects. Engineering services include concept design, specifications, inspections, trade studies, technical studies, process improvement, regulatory compliance, and operations support. The department is responsible for various analyses including structural, failure mode, seismic, thermal, HAZOP, and PSRs. Design services include 2D/3D design and modelling for fabrication, assembly, construction, P&IDs, isometrics, electrical, instrumentation, with associated MTOs, BOMs, drawing administration and change control.

The Engineering Office Manager is responsible for the functioning and performance of the Engineering Office. The successful candidate will supervise and support the group, organize and allocate work, monitor job status, project files, budget management, quality management, and provide professional development and training. The office is comprised of mechanical, electrical, structural, chemical, and process engineers as well as mechanical and electrical designers. The position responsibilities include, but is not limited to:

- Creation and maintenance of performance management and reporting tools within a MS-365 environment including KPIs and resource allocations reporting and projections;
- Meeting with SNOLAB directors to establish the office projects, deliverables and priorities;
- Meeting 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.



📍 Creighton Mine #9, 1039 Regional Road 24, Lively, ON P3Y1N2
☎ 705.692.7000 🌐 www.snolab.ca

Criteria

Education:

Bachelor of Engineering with certification as a Professional Engineer of Ontario is required.

Accreditation as Project Management Professional is a considerable asset;

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 a review of applications will commence on **December 17, 2021**

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, Indigenous persons, 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: November 26, 2021



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