



Electric

POSITION: Pre-fabrication Manager	STATUS: Full-Time
DEPARTMENT: Major Projects	REPORTS TO: Major Projects Division Manager
HOURS WORKED WEEKLY: 40	COMPENSATION: \$36.00-\$38.50/hr
CREATED: April 7, 2021	REVISED: March 2022

JOB SUMMARY

This position leads the pre-fabrication department and works with team members to deliver electrical assemblies. The individual must work together with others to identify electrical installations that can be assembled in a controlled environment, leading to more accurate installations and labour savings. Documenting products, processes, and best practices and monitoring production rates will be a vital part of this role.

This person must be well-organized, goal-oriented, collaborate well with others to perform work according to quality, productivity, and safety guidelines.

DUTIES

- Identify pre-fabrication opportunities during project start-up in collaboration with the project team
- Schedule and complete pre-fabrication assignments in line with the overall project timeline
- Complete kitting, packaging and delivery of all pre-fabrication assemblies
- Implement and document pre-fabrication processes
- Ensure quality assurance and quality control to ensure products meet ESA (Electrical Safety Authority) code and Kraun standards
- Follow-up with field staff to determine if the installation went as intended or if corrective action is required
- Organize pre-fabrication materials and tools
- Research new products and tools to continually increase efficiency and cost-effectiveness
- Train and manage staff to meet the department objectives



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- Maintain a safe work environment
- Travel to projects as required
- Represent Kraun with professionalism at all times
- Perform other duties as assigned

EDUCATION

- Electrician 309A license is required
- Basic First Aid/CPR (cardiopulmonary resuscitation) Certificate, WHMIS (Workplace Hazardous Materials Information System), Ministry of Labour on-line certificate on Occupational Health and Safety and Working at Heights certification, is all advantageous

EXPERIENCE and SKILLS

- Experience in pre-fabrication is advantageous
- At least five years of hands-on electrical work experience
- Ability to read, fully understand and interpret electrical drawings and specifications
- Proven experience with computer software such as Microsoft Office and Google Applications is required, AutoCAD (Computer-Aided Design) and estimating software knowledge is an asset
- Excellent communication skills in English, both verbal and written
- Excellent organizational and supervisory skills, including supporting and inspiring team members
- Problem-solving and critical thinking abilities
- Knowledge of the Ontario Electrical Code
- Able to manage multiple projects and schedules, at times simultaneously
- Excellent time management and goal-setting skills

TOOLS PROVIDED

- Computer technology and cellphone
- Professional training courses as deemed helpful



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WORKING ENVIRONMENT & PHYSICAL DEMANDS

- The working environment includes but is not limited to working in a warehouse setting and visiting construction sites
- Must be capable of lifting and carrying a minimum of 50 pounds without assistance, climbing ladders, and moving loads using a forklift. This job will require periodic visits to job sites; therefore, the individual must be able to drive/walk/navigate

REQUIREMENTS

- Due to the on-site job site requirement(s), the incumbent must hold a valid G driver's licence in Ontario and maintain a clean driving record

SUPERVISORY REPORTS

- 8 to 10 individuals, including Apprentices and Labourers (growth-dependent)