



**Job Title:** Operations Manager

**Location:** Cadillac

**Reports to:** Plant Manager

**Summary:** The Operations Manager is responsible for the strategic direction and leadership of all operational functions, including staff and service administration. The incumbent must effectively and efficiently supervise the development and direction of the Operations team to drive the growth of revenue and technical productivity. He/she must ensure that all departments under his/her direction, are compliant with all State and Federal regulations, including but not limited to OSHA and MI OSHA, in addition to conformance with all Atlantic Power Policies and Procedures. This individual must supply critical information to the plant manager concerning operational matters in addition to leading his/her team in the achievement of company goals and objectives.

**Job Description (Responsibilities and Tasks):**

- Supervises and directs the operations staff, ensuring that all requisite tasks are completed safely and efficiently.
- Oversee the daily operations of the power plant. Monitor for efficiency and safety ensuring that all applicable regulatory requirements are followed.
- Ensure that all compliance procedures are in place and all safety procedures are followed to avoid any accidents or incidents.
- Ensure that safety is made a priority and that all Atlantic Power employees or contracted personnel abide by all applicable and Health and Safety regulations and internal policies and procedures.
- Contributes towards the maintenance aspects of the O&M budget, with P&L accountability
- Provide support and opinion to subordinates and to management as required.
- Direct technical staff and hires and trains personnel.
- Responsible for the completion and retention of all operational, technical, financial, personnel and commercial reports as assigned.
- Provide technical leadership in energy solutions and make suggestions for the energy consumption of the plant.
- Develop and implement new business strategies for creating or improving processes and procedures within the plant to improve corporate performance.
- Monitor departmental performance against goals to ensure that progress is being made, and that corrective action is taken if necessary (AIP).
- Meet regularly with all site managers and employees; facilitates resolution of issues/problems.
- Analyze and report on the daily, monthly and annual operations of the plant.
- Ensure that all reporting/contracted employees adhere to company policies and procedures.
- Responsible for supervising field staff in order to meet operational targets.
- Keep current with technological changes and governmental regulations.
- Work with the maintenance department on updating the Long Term Maintenance Plans to maintain facility reliability.
- Provide leadership to continuously improve business performance in terms of costs, operations, maintenance, health, safety and environment.
- Perform other duties as required.



- Act as the Plant or Maintenance Manager during his/her absences or vacation periods.

**Core Competencies:**

- Communication
- Adaptability/ Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgement
- Results Orientation
- Ethics and Integrity
- Mediating and Negotiating
- Leadership
- Development and Continual Learning

**Requirements:**

- High School diploma, G.E.D. or equivalent
- Valid driver's license
- Minimum of five years previous supervision experience in a technical environment with proven Operational leadership abilities preferred
- Minimum five years demonstrable experience in the power generation field
- Minimum of five years demonstrated experience in solid fuel boiler operation preferred
- Able to identify key issues and creatively and strategically overcome internal challenges or obstacles
- Has a clear and solid understanding of personnel policies, practices, and procedures
- Effective attention to detail
- Maintain a high level of integrity, confidentiality, and accountability
- Sound analytical thinking, planning, prioritization, and execution skills
- Maintain a well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Ability to successfully handle multiple tasks simultaneously
- Strong computer proficiency, including Microsoft Excel
- Must be willing to travel for company related business