

## Controls & Automation Manager

<b>Title:</b>	<b>Controls &amp; Automation Manager</b>
<b>Location:</b>	<b>Calgary, Alberta</b>
<b>Travel Involved:</b>	<b>Occasional, as required by project</b>
<b>Job Type:</b>	<b>Staff or Contractor</b>
<b>Experience Level:</b>	<b>Senior (10+) years of relevant experience</b>
<b>Education:</b>	<b>B.Sc. in Engineering or equivalent</b>
<b>Reporting To:</b>	<b>Vice President of Engineering</b>
<b>The Role:</b>	<p>Due to business growth and a recent retirement, the Electrical, Instrumentation and Controls (EIC group) has an immediate requirement for a <b>Controls &amp; Automation Manager</b>.</p> <p>The primary role will be to plan, coordinate, organize and supervise the activities of the department, while developing a team of highly skilled experts in this field.</p> <p>The successful candidate will provide Controls and Automation technical expertise and deliver results for a variety of oil and gas projects that will allow you to apply your talents, skills, and experience. As a <b>Controls &amp; Automation Manager</b>, you will be a self-starting, solution-oriented professional with the ability to understand project timelines, scope and costs to lead your team in achieving project success on all deliverables.</p>
<b>Responsibilities:</b>	<p><b><u>Leadership:</u></b></p> <ul style="list-style-type: none"><li>• Provide Leaders with input regarding the development and execution of the Keywest Business Plan / Strategic Plan</li><li>• Accountable for leadership development, identification of potential leaders, and providing support to employees and contractors within the department.</li><li>• Ensure department operations are running safely and efficiently.</li><li>• Confident in making final decisions within the department, specific to your level of authority within the company.</li><li>• Exercise leadership responsibility with respect to selection, training, and appraisal of staff</li><li>• Problem solving within designated department, through to resolution, with a focus upon professionalism, impartiality, and a full understanding of the problem at hand.</li></ul>



- Provide information and direction to employees and contractors within department, with a focus upon communicating relevant and appropriate information to empower employees and contractors such that they may perform their accountabilities /responsibilities successfully.
- Responsible for implementing change and acting as a change manager/agent.
- Ongoing communication, collaboration with other departments
- Guide, coach, motivate, and mentor the staff within your department.
- Responsibly represent the company in client relationships and corporate functions

**General Controls & Automation:**

- Conceptual control design including written scope, cost estimate and timelines
- Schematic diagrams showing system architecture
- Control equipment and material written scope of supply RFQ's for Vendor quotes
- Evaluation of Bids and Recommendation for Award and Material requisitions for purchase
- PLC/DCS, HMI and associated software programming
- Written Engineering and Construction Work Packages and Bid Documents
- Factory testing of equipment and materials
- Construction Information Packages and installation inspections
- Follow Quality Assurance processes and procedures, including:
  - I/O tag naming convention
  - PLC database structural design
  - PLC programming practices and procedures
  - Factory Acceptance Testing practices and procedure
  - Ensure the quality and productivity of the Controls and Automation team
- Help refine our QA processes and procedures for Controls and Automation deliverables
- Apply any Flow Metering knowledge/specialization to the Project Environment.
- Site Acceptance Testing practices and procedures
- Pre-commissioning and start-up assistance
- Ongoing maintenance service and support
- Project Team and client meetings
- Project progress reporting
- Develop solutions to complex engineering problems related to our oil and gas industry



- Provide input for supporting project deliverables such as DBM, cost estimate, man-hour estimate and resource plan, schedule, project specifications for equipment selection, quotation, and purchase, prepare automation/control equipment RFQ
- Provide input for supporting project deliverables such as DBM, cost estimate, man-hour estimate and resource plan, schedule, project specifications for equipment selection, quotation, and purchase, prepare automation/control equipment RFQ packages including scope of work, engineered drawings, datasheets and quality control and checking,
- Prepare controls and automation deliverables such as conceptual control design, schematics including architecture, I/O lists, HMI development, system build-up, network design and configuration,
- Input to the control philosophy, control narrative, shutdown key,
- Controls and automation programming in various platforms, on-site commissioning and startup, factory acceptance testing, on-going maintenance, and client support.

**Qualifications:** The qualified candidate will hold an Engineering Degree or post-secondary equivalent, and possess the following:

- 10+ years' Controls and Automation experience
- Ability to organize, motivate and lead a professional team
- Experience with Programmable Logic Controllers (PLC, Allen-Bradley/Rockwell, Siemens, Modicon, Honeywell, Delta V) is preferred, but not mandatory
- Possess excellent communication skills (written and verbal) coupled with strong computer, organizational and technical skills
- Able to manage multiple projects and deadlines in a fast-paced environment,
- Ability to interact effectively with all levels of the organization,
- Industry awareness pertaining to current trends and events.

**What We Offer:** Keywest believes in growing careers as a team through opportunity and success and offers fast paced and challenging work environment in an organization that values and encourages quality. We offer competitive remuneration, profit sharing plan and benefit packages along with development opportunities that align with individual career plans. We create an environment where people can capitalize on their strengths and develop additional capabilities.

We will contact only those applicants with whom we wish to arrange a follow-up interview.

No Agencies Please.

