



77 King Street West
Suite 3000, PO Box 95
TD Centre North Tower
Toronto, ON, Canada M5K 1G8

Position: Director, Operations

Job type: Permanent

Location: Greater Toronto Area – Virtual/hybrid position

Reports to: President & Chief Executive Officer

Company description

Envest Corp. ("Envest" or the "Company") is a growing independent energy producer focused on the development, construction, and operation of renewable energy projects in North America. Our mission is to create safe, sustainable, reliable, and cost-competitive infrastructure to produce clean forms of energy, while providing solutions for our clients to reduce their carbon footprints. With existing operations in Canada and the U.S., and many more projects in late stages of development, we are looking to expand our team based in the Greater Toronto Area with a Director, Operations.

If you are passionate about clean energy and looking to join a dynamic and talented team, we would be pleased to hear from you.

Position description

As Envest's Director, Operations you will be working closely with the President & Chief Executive Officer, General Manager, Vice President of Engineering, Vice President of Finance, as well as the operations, engineering and finance teams, to play an important role in ensuring the efficient functioning of the Company's operations. This position is intended for an individual who desires a demanding, senior role in rapidly growing company.

You will be responsible for the oversight and management of all Envest operations in Canada and the United States including development projects that move from the construction to the operating stage. You will monitor operations to ensure optimal performance and results in areas including operational efficiency, profitability, project execution, health and safety, and regulatory and contractual compliance.

The ideal candidate must:

- Have experience in monitoring projects from inception to commissioning;
- Have experience in budgeting, forecasting and analysis;
- Be a proactive problem solver with exceptional communication skills and meticulous

attention to detail;

- Be able to identify risks and issues, communicate these in a clear and concise manner, recommend solutions, and execute related corrective plans;
- Be a self-starter and comfortable working both in a team-setting and independently; and
- Have experience working with executives, staff and external stakeholders (vendors, clients, regulators).

Key responsibilities

Operations:

- Maintain regular communications, interactions and information sharing with all levels of the operations teams;
- Regularly monitor operational, revenue, cost and cash flow performance;
- Ensure that capital equipment is in proper working order and operating efficiently;
- Identify capital expenditure, repairs and maintenance requirements including related cost estimates;
- Manage the execution of capital expenditure and other major projects;
- Identify and propose performance optimization opportunities including review and analysis of proposals from other groups within the Company;
- Identify and communicate operational issues and proactively work with the operations teams and other groups within the Company to recommend solutions;
- Optimize business workflows;
- Lead the development and implementation of standard operating procedures (SOP) at each of the operations;
- Set and track key performance indicators (KPIs) for each operation;
- Implement best practices for inventory management and preventative maintenance forecasting, planning, and execution;
- Maintain relationships with key external suppliers and service providers;
- Review operating policies and procedures, and prepare proposals where potential improvements have been identified;
- Promote a culture endorsing health and safety, and environmental stewardship;
- Regularly review and update safety policies, procedures and measures to protect employees, contractors and external visitors to operating sites;
- Monitor employee production and satisfaction;
- Set team and individual goals; and
- Assist with the preparation of reports and presentations to the Board, executive team and other parties, as required.

Budgeting and analysis:

- Prepare monthly performance reports including analysis of actual versus budget;
- Prepare annual budget and operating plans;
- Prepare annual long-term forecasts;
- Maintain capital expenditure records;
- Analyze data to look at trends, identify discrepancies and find areas for improvement; and
- Review and prepare capital expenditure proposals including related cost-benefit analyses.

Compliance:

- Monitor and ensure compliance with all environmental and governmental regulations, as well as all contractual and operational obligations;
- Monitor and ensure compliance with all regulatory safety regulations and procedures;
- Ensure compliance with the Company's environmental, social, governance, operational, safety and other policies and procedures;
- Regularly review operational risks and recommend amendments to Company policies, as required;
- Support finance team with information requests related to financial reporting and tax and other compliance;
- Contribute to new company policies and processes; and
- Ensure staff compliance with company policies.

Planning and projects:

- Manage projects and regularly review progress to ensure timely delivery and efficient implementation;
- Support assessment of business development opportunities, working with the Company's senior management;
- Work with engineering and business development teams to provide operational input to technological improvement and innovation projects; and
- Provide support to engineering team on projects under construction, as required.

Risk analysis:

- Monitor internal and external risk environments and identify issues;
- Propose, manage and execute risk mitigation plans and strategies; and
- Review insurance coverage to ensure proper coverages working with the finance team.

Qualifications and experience

As a successful candidate you are comfortable working in a dynamic growth environment, reactive to new developments, and proactive in dealing with issues. You have initiative and like to take ownership. You strive for continuous improvement, welcome the opportunity to learn, and are comfortable in asking questions, making recommendations, and working towards solutions in a collegial team setting.

You have excellent organizational and time management skills, are able work on multiple tasks concurrently and to prioritize work. You pay attention to details and have excellent written and verbal communication skills.

You enjoy working in a team environment. Developing and maintaining effective relationships, close communication ties and exchange of information and ideas – internally, within all levels the Company, and with external stakeholders – are important to you.

Skills and knowledge required:

- Professional engineering certification licensed in Canada (e.g. P.Eng.), or a minimum of ten years' experience in applied technology operating environments;
- Minimum of five years of prior management experience in a capially-intensive operations environment;
- Experience with leading multidisciplinary teams including tradespeople, operators, mechanics, etc.;
- Hands-on operational experience is an asset, but not required;
- Master of Business Administration degree (or equivalent) is an asset, but not required;
- Experience in the energy or renewables sector is an asset, but not required;
- Experience with the preparation and analysis of budgets and forecasts;
- Experience with the development and execution of infrastructure projects;
- Experience working in growth environments and contributing to business development analysis and planning;
- Experience with inventory management and preventative maintenance software tools, including the use and application of data analytics to forecast repairs and optimize operational expenditures;
- Willing to travel in North America;
- Proven ability to effectively prioritize work flow;
- Strong collaboration, organizational and time management skills are essential;
- Ability to work independently and in a team setting;
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint and Teams) and Dropbox;



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- Ability to learn and utilize operations software.

Please respond to this job posting only if you meet the basic criteria above, as your résumé will not be considered otherwise. Please note that only candidates selected for interviews will be contacted.

If you are interested in joining the Envest team, we would be happy to hear from you. Please send your résumé to cc@investcorp.com.