Communication 2024 April apita





DATE: Tuesday April 16th, 2024

16:30 - 21:00 Hrs EST

LOCATION: Centurion Conference & Event Center

170 Colonnade Rd S, Nepean, ON K2E 7J5

THEMES: Research Promotion

PROGRAM: Dehumidification Without the DX

Duncan Bruce, P.Eng.

What if we could improve efficiencies in dehumidification applications by completely removing the 100-year-old DX vapor compression cycle? This presentation will delve into the advantages of employing liquid desiccant technology without the DX, showcasing its potential to enhance energy efficiency, harness clean power with thermal energy storage (TES), and fortify the resilience of our building infrastructure for the future.

April Meeting Agenda

4:30PM-5:30PM Technical Session (TBA)

5:30PM-6:30PM Social Hour

6:30PM-8:00PM Dinner

8:00PM-9:00PM Dehumidification without the DX

Speaker: Duncan Bruce, P.Eng.

Below prices for attendance (+ HST)

ASHRAE Associate/Affiliate/Member: \$50.00 ASHRAE Member Guest: \$50.00 ASHRAE Student: \$35.00 Non-Member: \$67.00

Meeting 7 - April 16th, 2024

Tech Session: TBA

PROGRAM: Dehumidification Without the DX

There are two methods for achieving air dehumidification: (1) cooling the air below its dew point to remove moisture through condensation, or (2) utilizing desiccant material for sorption.

Desiccants may exist in solid or liquid forms. However, solid desiccant wheels and traditional liquid desiccant technologies depend on a vapor-compression cooling coil (DX) to handle the sensible load and heat of adsorption generated by dehumidification. What if we could improve efficiency by completely removing the 100-year-old DX vapor compression cycle?

This presentation will delve into the advantages of employing liquid desiccant technology without the DX, showcasing its potential to enhance energy efficiency, harness clean power with thermal energy storage (TES), and fortify the resilience of our building infrastructure for the future. We will discuss:

- Types of liquid desiccant
- Why is liquid desiccant unique
- Dehumidification without the DX
- How this technology serves our buildings market
- How building owners, engineers, and architecture can leverage these emerging technologies.

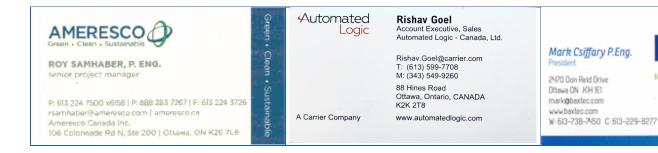
Speaker: Duncan Bruce, P.Eng.

Duncan Bruce, P.Eng., is a Director of Sales at Blue Frontier and is part of a team responsible for the commercialization of liquid desiccant technology initially developed by the National Renewable Energy Lab (NREL).

Prior to joining Blue Frontier, Duncan led the market adoption of emerging sustainable building technologies. Together with the community of architects, designers, and engineers, he developed strategies to support the creation of healthy and resilient buildings, implementation of deep energy retrofits, and the realization of net-zero operations.



Prior to working with emerging technologies, Duncan spent 10 years managing a team of engineers, field operations and capital projects at a large industrial consulting firm.



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President's Message

We were excited to host ASHRAE Distinguished Lecturer Doug Zentz in March, who came to us for a fantastic seminar on 90.1 with Joel Primeau as well as a program meeting on communicating in the technical world. We were really excited for his discussion on how to communicate technical information with lay people. It was a great discussion and thanks for everyone that came out!



President
Adrianne Mitani
2023-2024
OVC President
Smith + Andersen

E-mail:

Adrianne.Mitani@smithandandersen.com

Our upcoming April meeting has a theme on Research Promotion once again.

Our RP chair Evans Mutua will talk to us about where the money for Research will go. We have funded lots of industry research within Canada with our annual efforts, if you are interested in learning about what projects we fund here in Canada feel free to reach out. If you have not yet donated this year, we are making calls and we hope you have the ability to help support our industry growth with a donation.

We are coming up to the end of the year and we are getting ready for ASHRAE programming, but there are still a few social events happening this year. It is also the time of year we are looking for volunteers for next year, if you are interested in doing something small to help out at the chapter level let us know we would love to have you!

We hope to see you out at our next two meetings of the year!

Adrianne Mitani 2023-2024 OVC President



What You Missed

The 6th program meeting of the 2023/2024 OVC ASHRAE season was held on March 19th, 2024, at Centurion Conference and Events Centre. The meeting had 36 members, and 2 guests attend.

The program for the evening was How to Communicate Technically in a Professional World with Technical Information, presented by Doug Zentz.



Secretary Matthew Moore 2023-2024 **OVC Secretary** Chorley+Bisset

Business Session: President Adrianne Mitani called the meeting to order and **E-mail**: matthew.moore@chorley.com acknowledged the Algonquin Nation and our industry's connection to the unceded land. Adrianne introduced the Executive, and Board of Governors. Secretary Matthew Moore then presented the guests. Elizabeth Primeau introduced new members, and acknowledged companies that pay for meeting attendance. Zach Lanthier provided a student activities update and reminder about the upcoming student career fair at Carleton University. Adrianne provided a CTTC update. Guests were informed of upcoming ASHRAE HVAC Design Training, Level 1 and Level 2, being held May 6-8th and May 9-10th respectively.

Guests were also reminded of an upcoming YEA/DEI event, an Ottawa PWHL hockey game, April 30th. Please see the Chapter Website for details and registration.

Steve Moons provided an update on chapter nominations. If you are interested in volunteering with ASHRAE at the local Chapter level, please contact Steve Moons as steve.moons@totalhvac.com.

The raffle prize for the evening, with proceeds going to ASHRAE Research, was a set of four tickets to a RedBlacks game of the winner's choice for the 2024 season.

Presentation: Doug's presentation provided an overview of the importance, method and common pitfalls found in technical writing as it pertains to the HVAC/R industry. Doug started by defining what technical writing actually is, who creates it and who reads it. Doug stressed the need for proper communication at all levels of the design and construction process. Doug identified the "thought" process for technical writing as below:

- Identify the purpose
- Identify the audience
- Identify the context
- Provide the outcome
- Complete the message

Doug stressed that a key to success in technical writing is rating your audience, and understanding their needs, values and attitudes. To finalize, Doug provided a few examples of exemplary technical writing from his own experiences as a professor and took questions from the audience.

The next meeting is scheduled for April 16th at the Centurion Conference and Event Center.

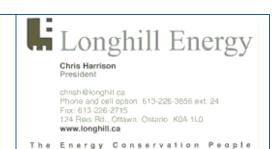


Jp2g Consultants Inc.

Mark MacIsaac, P.Eng. Mechanical Team Lead

1150 Morrison Drive, Suite 410 Ottawa, ON K2H 8S9 Cell: 613,697,4721 Email: MarkM@jp2g.com





Nominations

As chairs of the Awards & Nominations Committee, Abbey Saunders and I want to address the members of ASHRAE OVC for the nominations period. The nomination committee is responsible for building the chapter leadership of tomorrow. We help to shape the direction of the chapter, in that we try to ensure the very best people are in position to advance our local chapter and respond to the needs of its members.



Committee Chair Steve Moons 2023-2024 OVC **Nominations** Total HVAC Inc.

E-mail: steve.moons@totalhvac.com

Typically, at the April meeting we announce next year's Executive, Board of Governors, and Committee Chairs. While we have many positions filled, as of this writing, we are still determining some key positions, notably Governor.

The chapter continues to grow and move forward, and now is an excellent time to consider volunteering with the OVC. I would like to ask that anyone who is able to volunteer to help at the board level to please contact me directly to discuss what positions are available. To keep our chapter strong, we need volunteers to help organize and put in the work. Now more than ever, the chapter needs your support. I hope to be able to introduce a strong chapter leadership group of new and existing volunteers at the May meeting with all positions filled.

Thanks very much.

Executive

President **Evans Mutua** President-Elect Jayson Bursill Treasurer Matt Moore

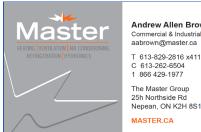
Trevor Thomson Secretary Past-President Adrianne Mitani

Board of Governors

Josh Bourbonniere returning Mike Swayne returning Phil Mayfield returning

Marlee Spiegelberg

Open



Andrew Allen Brown, P.Eng aabrown@master.ca

T 613-829-2816 x41104 C 613-262-6504

1 866 429-1977 The Master Group

MASTER CA



Sylvain Chenier, P. Eng., ing. Associate Partner - Mechanical Sylvain.Chenier@mckeeottawa.ca

1785 Woodward Drive Ottawa, ON K2C 0P9 CANADA Tel.: (613) 723-9585 x128 Fax.: (613) 723-9584 www.mckeeottawa.ca



Joe Della Valle, C.E.T. Manager, Mechanical Sales & Engineering jdellavalle@odellassoc.com Cell: 613-897-6604 613-366-2017 ext. 654

24 Gurdwara Rd. Nepean, ON K2E 8B5

www.odellassoc.com

News Update

ASHRAE Acknowledges Ottawa's Gemma Kerr and Ghina Annan during the 2024 Winter Conference

ASHRAE acknowledged the exceptional achievements and contributions of its members to both the Society and the built environment during its 2024 Winter Conference in Chicago.



Committee
Chair
Elikem Wotortsi
2023-2024 OVC
CTTC
Stantec

E-mail: Elikem.Wotortsi@stantec.com

A list of the awards and recipients are below.

Fellow ASHRAE: Fellow ASHRAE is a membership grade that recognizes members who have attained distinction and made substantial contributions in HVAC&R and the built environment such as education, research, engineering design and consultation, publications, presentations, and mentoring.

The Society elevated 23 members to the grade of Fellow, including:

Carolyn (Gemma) Kerr, Ph.D., Life Member ASHRAE, retired co-owner, partner, and senior chemist, InAIR Environmental Ltd., Ottawa, Ontario, Canada.

YEA Inspirational Leader Award: Ghina Annan received the YEA Inspirational Leader Award. The award recognizes a Young Engineer in ASHRAE (YEA) member who has gone above and beyond to make considerable contributions to the industry and community. Annan is the decarbonization business lead, Stantec, Ottawa, Ontario, Canada.

Find out more here.

ASHRAE Technology AWARDS

The ASHRAE Technology Awards recognize outstanding achievements by members who have successfully applied innovative building design in the areas of occupant comfort, indoor air quality and energy conservation. Their designs incorporate ASHRAE standards for effective energy management and



Committee
Chair
Elikem Wotortsi
2023-2024 OVC
CTTC
Stantec

E-mail: Elikem. Wotortsi@stantec.com

IAQ. Projects are categorized as shown, and winners in each category are selected at the Chapter, Region, and Society levels. At the Society level, System Performance is proven through one year's actual, verifiable operating data.

The deadline for applying at the Chapter level is APRIL 30th, 2024.

For more information, visit www.ashrae.org/technologyawards or reach out to Elikem Wotortsi (CTTC Chair), David Eckel (CTTC Co-Chair), or Trevor Thomson (CTTC BOG Rep).

- Commercial Buildings (New, Existing, Existing Building Commissioning)
- Institutional Buildings (New, Existing, Existing Building Commissioning)
- Health Care Facilities (New, Existing, Existing Building Commissioning)
- Industrial Facilities or Processes (New, Existing, Existing Building Commissioning)
- Public Assembly (New, Existing, Existing Building Commissioning)
- Residential (New, Existing, Existing Building Commissioning)

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Women in ASHRAE Event

PWHL GAME (Ottawa vs Boston)

Date: Wednesday, April 24, 2024

Time: 7:00PM EDT

Location: The Arena at TD Place

Registration: By April 17th, 2024 (<u>LINK</u>)

Hello Everyone,



Committee
Chair
Marlee
Spiegelberg
2023-2024 OVC
DEI & Bowling
Condair LTD.

E-mail:

marlee.spiegelberg@condair.com

ASHRAE OVC would like to invite you to join us at a PWHL game on April 24th, 2024. We expect a great evening of networking as well as the celebration of women in ASHRAE... and in hockey!

Proceeds from ticket sales will go to Actua. Actua is Canada's largest STEM outreach organization, representing a national network of 43 universities and colleges that engage youth, ages 6-26, in STEM learning experiences. Actua is based in the Ottawa Byward Market.



We have a limited quantity of tickets (25) for the event; but will be located in section 27 next to the Barbershop if you already have tickets and would like to join some of your ASHRAE peers. This event is open it everyone.

If you have any questions, please feel free to reach out. Hope to see you there!

Marlee Spiegelberg

ASHRAE OVC Chair, DEI

YEA

The We are excited to announce an informal get-together at Tailgators! 🞉

This is a great opportunity to network, share ideas, and enjoy some downtime with fellow ASHRAE members. Whether you're new to the chapter or a long-time member, we'd love to see you there.

- Location: Tailgators at 1642 Merivale Rd, Ottawa, CA K2G 4A1
- Location: Tailgators at 1642 Merivale Rd, Ottawa, CA R2G 4A
- **Date:** April 18th, 2024
- **Time:** 4:30pm to 9:00pm (You are welcome to stay longer, but appetizers will only be served and tables will only be covered during the 3 hours of the official event)
- Registration Link: https://ashraeottawa.simplesignup.ca/13783

Please feel free to bring along colleagues who might be interested in joining our chapter. The more, the merrier!



Treasurer
Jayson Bursill
2023-2024
OVC Treasurer
Delta Controls
Inc.

E-mail: jayson.bursill@gmail.com

2024 Curling Bonspiel

Thank you to everyone who registered for the Curling bonspiel.

If you haven't heard, we had an unexpected hiccup this year where the Nepean Sportsplex lost their ice the week before and were not able to host our bonspiel this year. We did try and see what options there were and thank you to all the teams for your understanding during that process.

Committee
Chair
Mitchell Geis
2023-2024 OVC
Curling Bonspiel
Condair LTD.

E-mail: mitchell.geis@condair.com

We look forward to holding the bonspiel next year.

If you have any questions or concerns, please contact Mitchell or Adrianne for more information.

Membership Update

Hello OVC!

It is my pleasure to wish a very warm welcome to the new members that have joined the Chapter since our last communique article:

- Florent Poullard
- Bethlehem Tesfay
- Gregory Nilsson
- Chris Prankie
- Olaoluwa Ibrahim Lamina
- Ben Robinson
- Fatima Faris (student member)

Welcome to our Chapter!

Elizabeth Primeau



Committee
Chair
Elizabeth Primeau
2023-2024 OVC
Membership Promotion
Committee
Total HVAC

E-mail: elizabeth.primeau@totalhvac.com



Research Promotion

Thanks to all our members who attended the March 2024 meeting at the Centurion where we held a raffle to raise funds for ASHRAE Research. Ainsworth generously donated that raffle prize – Field level Ottawa Redblacks tickets to a game of the winner's choice; food and non-alcoholic beverages inclusive. Thank you, Ainsworth.



President-Elect
Evans Mutua
2023-2024 OVC
Research Promotion
Committee
City of Ottawa

Goal: \$34000

100% 90%

80%

70%

60% 50%

30%

E-mail: Evans.mutua@ottawa.ca

Douglas Zentz, the speaker for the night, drew the winning raffle ticket. The lucky winner of the event tickets was Elizabeth Primeau of Total HVAC. Congratulations, Liz. Well deserved. Thank you to all who bought tickets. Your donation goes a long way.

We also had recognition table tents at each table to recognize our valued sponsors. If you'd like to see your name or your Company's logo at the April meeting, don't hesitate to donate through any of the links below. Research Promotion will be the theme of our next program meeting, to be held on **April 16**th at the Centurion Events Centre. Sign up early as there will be a presentation explaining how ASHRAE Research works.

Thanks to our corporate sponsors who have been ramping up their donations in the new year. After a few recent contributions, we are now at 50% of our goal!

In case your membership is up for renewal, it is highly recommended to make the donation at the same time as you renew your membership as this is the quickest way to do it. You may also donate by sending a cheque, payable to ASHRAE Ottawa Valley Chapter to this address:

P.O. Box 21088, 1166 Bank St, Ottawa, ON K1S 3X7, or contact me to pick it up from you.

Do not hesitate to contact me with any questions:

Evans Mutua (<u>Evans.Mutua@ottawa.ca</u>)
ASHRAE OVC Research Promotion Chair 2023-2024

Thank you for your continued support!

ASHRAE Society link: https://www.ashrae.org/about/invest-in-the-rp-campaign

ASHRAE OVC link: https://ashraeottawa.simplesignup.ca/en/13058/index.php?m=eventSummary

ASHRAE Partner \$5,000 - \$9,999	ASHRAE Associate \$2,500 - \$ 4,999	Major Donor Silver \$1,000 - \$2,499		
	Total HVAC	ProEng Consulting E.H. Price Mastron Mechanical Ainsworth SK Sheet Metal		
Major Donor Bronze \$500 - \$999	Major Donor Antique \$250 - \$499	Honor Roll Individuals \$100 - \$249		
Condair Controls Depot TRANE GPA Parson Refrigeration	Joel Primeau Evans Mutua	Mike Swayne Trevor Thomson Adrianne Mitani Josh Bourbonniere Jayson Bursill Chris Brown Elizabeth Primeau	David Michelin Steve Moons Abbey Saunders Matthew Moore Adam Graham Darryl Boyce	
Special Thanks to the following donors for their contribution: David Fanset, Heather Turcotte, Dr. Martino Fanfani, Jeff Jarvis				

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Student Activities

On behalf of the Student Activities committee, thank you to everyone who participated in this year's OVC career fair! As we work towards reaching our attendance numbers pre-pandemic, the effort and dedication of our participating industry leaders cannot be overstated to help shape the future of our city and our industry. We look forward to seeing you again next year!



Committee
Chair
Zach Lanthier
2023-2024 OVC
Student Activities
Committee
Smith + Andersen

Another big thank you to all the members who attended the Tech Tour of the Zibi Plant. The ever-informative team walked us through the district energy zacharic

zacharie.lanthier@smithandandersen.com

plant, receiving warm process water from the nearby Krueger paper mill to produce heating water to be used for space heating as well as domestic hot water production, serving a variety of developments both on the Gatineau and Ottawa sides of the river. A very impressive installation that speaks to the goals of One Planet certification, as well as the coordination between all required disciplines!

We are pushing for further recruitment of student members, so if there are any of your eligible colleagues that are interested in learning more about or joining ASHRAE, please contact Student Activities at Zacharie.lanthier@smithandandersen.com, or help them sign up through the ASHRAE website (www.ashrae.org). Student members can take advantage of savings towards their membership dues, on top of the countless other benefits of becoming ASHRAE and OVC members, as well as the many activities planned for the year!

We would like to thank members who have been sponsoring student meals for the previous meetings and who continue to do so, and we would like to encourage our members to do the same in order to help welcome as many students as possible to these meetings. These meetings present a fantastic learning and networking opportunity for the students, as many of them may be new to the industry and this may be their first step in the door towards our industry. Your generosity and assistance is always appreciated! For members that are looking to sponsor additional student meals for future meetings, please use the QR code shown.



We are also starting a fundraising initiative for the newly published "<u>Lucy's Engineering Adventures</u>" books to be able to donate these books to local elementary schools on behalf of our chapter! We are hoping to put in monthly orders until the end of the ASHRAE year and we're looking for your help. You can find the link by following the QR code shown. The Ottawa Valley Chapter is grateful for your support in this initiative, and we will commemorate all donors at the May Meeting!



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Government Affairs

Matthew Moore - Government Affairs Chair 2023-2024

Ghina Annan- Government Affairs Committee 2023-2024

Canada Looks Toward Updating Model Building and Energy Codes

The Canadian Green Buildings Council estimates that when embodied carbon is accounted for, that category of emissions from the building sector account for 30 percent of Canada's total emissions, making it one the economy's leading emitters.



Secretary
Matthew Moore
2023-2024
OVC Secretary
Chorley+Bisset

E-mail: matthew.moore@chorley.com

The Canadian federal government's 2030 Emissions Reduction Plan aims to reduce emissions from buildings by implementing updated building codes and supporting retrofitting efforts. These measures target both new construction and existing buildings, with an emphasis on transitioning to net-zero energy-ready structures. Canada has begun the process of updating the nation's model codes to a new 2025 edition from the current 2020 edition, and extra emphasis is being placed on energy efficiency, net-zero and net-zero ready structures, and greater resilience in the face of climate disasters such as wildfires and floods. However, given the time lag in adopting model building codes, it would be closer to 2030 before an updated model code is adopted by the provinces and territories.

ASHRAE New York City Chapter Announces Healthcare Decarbonization Guide

On March 1st, the New York City Chapter of ASHRAE issued a comprehensive guide for decarbonization of health care facilities. This was the culmination of an ongoing collaboration among the New York State ASHRAE Chapters, state agencies, hospital systems, industry firms, and professional associations. The guide is focused on strategies for reducing carbon emissions through facility design, facility construction, maintenance, and operations in the healthcare sector. It is a roadmap with specific tools and checklists for healthcare organizations to develop decarbonization initiatives. Currently, hospitals and healthcare-related buildings are responsible for approximately 8.5% of carbon emissions across the U.S., and about 4.4% of carbon emissions worldwide. Having tools to address the issues specific to this sector is essential to reducing its contributions to the climate crisis while also maintaining a high standard of medical care. The guide can be found online here. Congratulations to the New York City Chapter and its partners for their efforts in creating this valuable resource!

Canadian Greener Homes Grant Ends Due to Popularity

The Canadian federal Green Homes Grant, which aimed at incentivizing homeowners to improve energy efficiency, was popular enough that it depleted the entirety of the program's fund faster than expected. Natural Resources Minister Jonathan Wilkinson voiced frustration about the program's sudden end, saying that the loss of momentum will pose challenges. The program was launched in 2021 with \$2.6 billion in funding and faced challenges such as administrative bottlenecks caused by the requirement for energy audits before and after renovations. 700,000 audits were anticipated, but only 165,000 occurred before the program ran out of money. The program is anticipated to be refunded, but concerns remain if an adequate appropriation will be made to fully realize the program's goals. You can read a full report about the Green Homes Grant and its funding <a href="https://energy.com/hemes-grant-and-test-



Yorkland Controls	,	Vinodh Lakshman Regional Sales Director vin@yorkland.net
ENVIRONMENTAL 5 0 L U T I 0 N S WILES-LEGAULT.COM HVAC CONTROLS	1050 Baxter Rd, Unit 6A Ottawa, ON K2C 3PI yorkland.net	m. 613-880-8188 f. 613-721-4906 tf. 877-733-3833
	1260 Old Innes Rd, Unit 609 Ottawa, ON KIB 3V3	t. 613-747-1867 f. 613-745-6042 tf. 800-720-7757

Capital Communiqué April 2024 **11**



We are hiring! Positions available for Estimators, Project Managers & Project Coordinators

ABOUT THE COMPANY:

SK Sheet Metal Ltd. is a locally owned and operated mechanical contracting firm incorporated in 1981. We are committed to excellence in delivering construction projects, both new build and retrofit, for all sectors including private, government and institutional. All ductwork for our projects is fabricated in our own facility. We are proud members of MCA Ottawa, SMACNA, ASHRAE and Ottawa Construction Association. All of our field and shop personnel are SMWIA Local 47 members.

We pride ourselves on our values and our success is driven by our talented and dedicated team of professionals who work together to achieve our goals.

These opportunities are based in-office; our facility is a newly renovated innovative office environment in Orleans, Ontario. All positions are based on a 40-hour 5-day work week. We offer extremely competitive salaries, health-care benefits, paid vacations as well as modern computer and cellular telephones.

SK Sheet Metal Ltd. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

HOW TO APPLY:

If you are a dynamic and proactive individual looking to contribute to our company's success, we'd love to hear from you. Please submit your resume and a cover letter detailing your qualifications and how you can contribute to our team's success. Send your application to career@sksheetmetal.ca



Position: ESTIMATOR Location: Ottawa, Ontario

Job Type: Full-time Application Deadline: Open

JOB DESCRIPTION SUMMARY:

The Estimator is to provide the take-offs and estimating as well as provide the guidelines necessary to planning, direction, control, and organization to complete assigned projects within the time and budgets allowed.

RESPONSIBLITIES:

- Secure work for the company.
- Estimate from a set of drawings or sketches from onsite inspection for restorative or add-on work.
- Review manpower and efficiency required to complete the estimated work.
- Develop construction schedules for labour requirements.
- Maintain communications with all parties involved.
- Obtain necessary permits, licenses, certificates, bonds, and insurance policies.
- Perform a site visit to ascertain critical information as needed.
- Provide opportunity for the company to make a profit.
- Conduct an internal post-mortem and job analysis.

EDUCATION:

• Required: College Education CET graduate with Mechanical Trade endorsement or

Journeyman's License or equivalent experience in Canadian market.

• Preferred: University bachelor's degree in mechanical engineering.

EXPERIENCE:

• Minium three (3) years estimating experience in industrial, commercial, or institutional mechanical contracting.



Position: PROJECT MANAGER

Location: Ottawa, Ontario

Job Type: Full-time Application Deadline: Open

JOB DESCRIPTION SUMMARY:

The Project Manager is to provide the necessary planning, field staff, direction, control, and organization to complete assigned projects within the time and budgets allowed. In addition, the Project Manager is the overall management of assigned project(s) from pre-construction meetings to final acceptance through change orders, completion and payment in a manner designed to meet or exceed established profit margin goals.

RESPONSIBLITIES:

- Secure work for the company.
- Provide opportunity for the company to make a profit.
- Negotiate and purchase project packages.
- Hire and manage subcontractors.
- Obtain, review, submit, approve, and release shop drawings.
- Develop construction resource schedules.
- Labour management schedules.
- Conduct weekly labour analysis in comparison to estimated budget and track.
- Track material and package deliveries.
- Perform site visits for the life of the projects.
- Maintain communications with all parties involved.
- Attend site meetings and coordinate with clients and trades.
- Price and submit change orders.
- Complete and submit monthly progress billings.
- Track all materials, packages, subcontractors, milestones, change orders, site instructions and progress billings.
- Obtain necessary permits, certificates, bonds and insurance policies.
- Complete and submit final close out documents package.
- Track and report project accounting.

EDUCATION:

• Required: College Education CET graduate with Mechanical Trade endorsement or

Journeyman's License or equivalent experience in Canadian market.

• Preferred: University bachelor's degree in mechanical engineering.

EXPERIENCE:

• Minimum five (5) years project management experience in industrial, commercial, or institutional mechanical contracting.



Position: PROJECT COORDINATOR

Location: Ottawa, Ontario

Job Type: Full-time Application Deadline: Open

JOB DESCRIPTION SUMMARY:

The Project Coordinator's responsibility is to co-ordinate the mechanical construction projects, project administrative record keeping between the job site & Project Managers and support Project Managers and all foreman(s) activities in a smooth, timely, accurate, efficient, and cost-effective manner daily. This position is to order and process supplies/materials for each project including the paperwork, scheduling and to assist in all aspects of keeping paperwork moving through the office. You are a key cog in keeping the Project Management personnel up to date on their projects.

RESPONSIBLITIES:

- Submit materials, packages, and subcontractors' requisitions to purchasing agent.
- Obtain, release, and track all materials, packages and subcontractors purchase orders.
- Obtain, review, submit, approve, and release shop drawings.
- Assist purchasing agent when too busy or away with issuance of purchase orders.
- Coordinate, review, and verify invoices (A/P) to be paid with the original purchase order, shipping documents, and packing slips.
- Provide all latter invoices to the project manager for monthly or final billings.
- Review weekly project timesheets to ensure accuracy.
- Provide administrative support to project manager. This includes, but not limited to:
 - Negotiate and purchase project packages.
 - Hire and manage subcontractors.
 - Price, submit and track change orders.
 - Attend site meetings and coordinate with clients and trades.
 - Obtain necessary permits, certificates, bonds, and insurance policies.
 - Complete and submit final close out documents package.
 - Develop construction schedules (i.e., labour and fabrication).
 - Conduct weekly labour analysis in comparison to estimated budget.
 - Track material and package deliveries.
 - Perform site visits for the life of the projects.
 - Complete and submit monthly progress billings.
 - Track and report project accounting.

EDUCATION:

Required: College Education Technician graduate with Mechanical Trade endorsement.

• Preferred: College Education CET graduate with Mechanical Trade endorsement.

EXPERIENCE:

• Minimum 1 year coordination experience in industrial, commercial, or institutional mechanical contracting.

Advertising

Advertising career opportunities on the ASHRAE Ottawa Valley Website makes good business sense. We offer a unique way to reach technical professionals and make your ad dollars work hard for you.

To discuss your needs, contact one of our chapter officers, via our "This Year" page. Increase the impact of your advertising through the ASHRAE Ottawa Valley Website

Rates for career opportunities ads are as E-mail: jayson.bursill@gmail.com follows:



Treasurer Jayson Bursill 2023-2024 **OVC Treasurer** Delta Controls Inc.

Chapter Member:

\$50/month \$80/2 months \$100/3 months

Non-member:

\$250/month

Note: Purchase of additional months will only have a discounted rate if purchased up front. Otherwise the standard rate will apply for additional months.

Placement of an Ad

We suggest that you complete and submit our advertisement form to speed up the processing of your request. If you have provided your e-mail address, a confirmation receipt e-mail will be sent to you for reference.

Please note that ads require prepayment made to the treasurer. Please register and pay through the online system and contact **Jayson Bursill** (jayson.bursill@gmail.com) with any questions. Follow the link below for payment.

The ads will appear on the website until the end date for publication provided in the submitted form. To extend the ad, please resubmit the form with the new publication dates and the required prepayment amounts. Link:

https://ashraeottawa.simplesignup.ca/en/13057/index.php?m=eventSummary

Business Card

You can support your chapter and promote your business by placing your business card in the Capital Communiqué. It will also appear on the chapter website.

The cost is \$275.00 for the year. Please contact Jayson Bursill at jayson.bursill@gmail.com for more details.

Payment will be made through the online system. Follow the link below for payment. Simple Sign Up - Payment

E-mail: jayson.bursill@gmail.com

Ads will **now require prepayment**. All last year's ads will appear in the Communique for the first month of this year to allow time for payment for the upcoming year. Ads will be refreshed accordingly in the second Communique.

2023-2024 **President** Adrianne Mitani President-Elect **Evans Mutua Treasurer** Jayson Bursill Secretary Matthew Moore Governors Mike Swavne Josh Bourbonniere Trevor Thomson Philip Mayfield **Past President** Ryan Dickinson Committees **Attendance** Jayson Bursill **Audit** Ryan Dickinson Capital Communiqué Pat Melville CRC Adrianne Mitani **Evans Mutua** CTTC Elikem Wotortsi DEI Marlee Spiegelberg **Financial** Amanda Cuirrier GAC Matthew Moore Greeter Mike Swayne **History** Bhavneet Singh **Honors & Awards Abbey Saunders** Membership **Promotion** Elizabeth Primeau Nominations Steve Moons PAOE **Evans Mutua Program** David Eckel **Publicity** Connor Patterson Research **Promotion Evans Mutua** Special Events Josh Bourbonniere Mitchell Geis Suhib Abushariha Trevor Thomson **Student Activities** Zacharie Lanthier **Tabletop** Jayson Bursill Website Connor Patterson YEA Jayson Bursill

Treasurer

OVC Treasurer

Controls Inc.

Jayson

Bursill

Delta

2023-2024