

1 Q. **2013 General Rate Application, Intercompany Transaction Costing Guidelines –**
2 **Exhibit 8**

3 Page 6, lines 17-21 and page 7, line 1 - Provide the employee job descriptions for
4 each position within Nalcor's Project Engineering and Technical Services
5 department in 2013.

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8 A. Table 1 shows the positions within Nalcor's Project Execution and Technical Services
9 division in 2013 which charge time to Hydro. PUB-NLH-241, Attachment 1 contains
10 a copy of each job description.

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Table 1

Position
Asset Reliability Engineer ¹
Drafting Services Supervisor
Manager, Civil Engineering
Manager, Electrical Engineering
Manager, Mechanical Engineering
Manager, Protection & Control & Communications Engineering ²
Manager, Research and Development Engineering
Manager, Transmission & Distribution Engineering
Manager, Office of Asset Management
Project Administrator
Project Estimator

¹ This position is included in the generic description (see Engineer Level I – IV) provided in PUB-NLH-241, Attachment 1, which is assigned and reflective of an incumbent's individual development and progression within the engineering profession.

² Title change from Job Description.

Engineer I-IV

Location Information

Company:	Newfoundland & Labrador Hydro
Division:	Engineering Services
Department:	Civil Engineering
Section:	Civil Engineering
Subsection:	
Location:	St. John's

Organization Reporting

Direction Received:

Level 1

Receives specific direction from her/his supervisor. Work is normally well defined, with specific priorities, objectives, schedules, budgets and technical guidelines clearly identified. The incumbent may work under the technical direction of more senior engineering staff for specific assignments. Work may be supervised and designs checked in detail, depending on complexity.

Level 2

Receives general direction from her/his supervisor. Work is generally defined with objectives, schedules, budgets and technical guidelines. Work is not generally supervised; the amount of supervision will vary depending on the assignment and the degree of expertise of the incumbent.

Level 3

Receives broad direction from her/his supervisor. Work is defined according to broad corporate and departmental objectives. The incumbent is expected to report on progress in meeting those objectives.

Level 4

Receives functional direction from her/his supervisor, but may also participate actively in formulating initiatives. Work is defined according to broad corporate and departmental objectives. The incumbent is expected to report on progress in meeting those objectives.

Direction Exercised:

Level 1

The incumbent is directed in achieving objectives, subject to applicable standards, defined procedures, and accepted practice. Direction of other staff personnel is not normally a requirement. Direction of outside forces is required for specific assignments.

Level 2

The incumbent is self-directing in achieving objectives on certain assignments. Direction of junior engineers may be a requirement from time to time. Also, direction of contractors, operations & support technicians and technologists is required for specific assignments.

Level 3

The incumbent is primarily self-directing in achieving objectives. Technical direction of junior engineering staff, contractors, operations and support staff, technicians and technologists is routine.

Level 4

The incumbent is primarily self-directing in achieving objectives. High-level technical

instruction and advice is provided to junior, intermediate and senior engineering staff, operations support staff and senior management on specific technical issues.

Job Description

Summary of Job Function:

Provides planning, detailed design, project management, technical and economic studies, and advice to Regulated Operations, New Developments, CF(L)Co, and Lower Churchill. Develops standards, maintenance practices, contracts, and other technical documents necessary to ensure work is carried out efficiently. Provides ongoing technical support to the field operating divisions to effectively manage and operate the Corporation's resources in a safe, secure, efficient, customer-focused and environmentally responsible manner. Support work includes planning, performing studies, performing training, developing standards and tools, developing training material, co-coordinating and managing. Reviews maintenance activities to ensure safe, reliable, least cost operation of system assets. Makes recommendations to improve Corporation's performance of its key goals and targets.

Supports the Business Development group on a broad range of business case development, technical assessment and feasibility analysis across various energy sectors. Provides planning, detailed design, project management, technical and economic analysis and advice on new business opportunities.

Principal Activities, Duties, and Responsibilities:

General

- Develops reports and studies regarding technical problems, new initiatives.
- Maintains a current knowledge of the industry, best practices, and new developments.
- Represents the Corporation in a competent and professional manner to other organizations.
- Participates in the Corporate Safety & Health Program.
- Complies with and participates in the Corporation's Environmental Management Programs as applicable.
- Additional duties and responsibilities as defined by individual division & department mandates.

Level 1

- Performs detailed engineering design, planning and/or business case analysis for small-scale projects, and component designs for larger projects, ensuring that the appropriate standards, codes, practices, and least cost/cost effective analyses are employed.
- Performs detailed engineering analysis of operating systems using established or standard procedures to determine optimum operating guidelines or corrective measures that leads to system performance that meets or exceeds corporate objectives.
- Manages limited duration projects, up to approximately \$500,000 in value. Duties normally include all aspects of project management from initiation through completion.
- Contributes technical, economic and financial input as a project team member for large-scale projects, feasibility studies, and other technical documentation.
- Performs detailed analysis, troubleshooting, and operational review for equipment, infrastructure and components.

Level 2

- Performs detailed engineering design, planning and/or business case analysis for medium to large-scale projects, from pre-feasibility studies through to feasibility, budget development, and final design, ensuring that the appropriate standards, codes practices, and least cost/cost effective analyses are employed.
- Performs detailed engineering analysis of complex operating systems using both standard and innovative procedures to determine optimum operating guidelines or corrective measures that leads to system performance that meets or exceeds corporate objectives.
- Manages relatively complex medium to large-scale projects, up to approximately \$1,000,000 in value, which may span multiple years and multiple disciplines. Duties normally include all aspects of project management

from initiation through completion.

- Contributes technical economic and financial input as a design team member for large-scale projects, feasibility studies, and other technical documentation.
- Directs and supervises consultants in the completion of specific engagements. Reviews and approves reports from consultants.
- Performs detailed analysis, troubleshooting, and operational review for entire plants, specific systems, equipment, infrastructure and components.

Level 3

- Performs detailed engineering design, planning and/or business case analysis for large-scale projects, from pre-feasibility studies through to feasibility, budget development, and final design, ensuring that the appropriate standards, codes, practices, and least cost/cost effective analyses are employed.
- Leads a team of technical specialists from varying disciplines or departments in engineering analysis of complex operating systems using both standard and innovative procedures to determine optimum operating guidelines or corrective measures that leads to system performance that meets or exceed corporate objectives.
- Manages complex or large-scale projects, up to approximately \$10,000,000 in value, which often span multiple years and multiple disciplines. Duties normally include all aspects of project management from initiation through completion.
- Explores, analyzes, and introduces new design concepts, solutions, and innovative methods for achieving the Corporation's strategic objectives, relying on basic theory, first principles, and original ideas.
- Performs specialized technical engineering services utilizing complex input information from a variety of sources to support more general engineering design.
- Selects, directs and supervises consultants in the completion of specific assignments. Reviews and approves reports from consultants.
- Performs detailed analysis, troubleshooting, and operational review for system wide equipment, infrastructure and components.

Level 4

- Manages detailed engineering design or planning for large-scale projects, from pre-feasibility studies through to feasibility, budget development, and final design, ensuring that the appropriate standards, codes, practices, and least cost/cost effective analyses are employed.
- Manages large-scale projects, up to and exceeding \$10,000,000 in value, which often span multiple years and multiple disciplines, and may require several full time project team staff.
- Explores, analyzes, and introduces new design concepts, solutions, and innovative methods for achieving the Corporation's strategic objectives, relying on basic theory, first principles, and original ideas.
- Performs specialized technical engineering services utilizing complex input information from a variety of sources to support more general engineering design.
- Develops innovative solutions to complex technical problems, which may be adopted by the industry as a whole.
- Selects, directs and supervises consultants in the completion of specific assignments. Reviews and approves reports from consultants.

Job Specifications

Education:

Level 1

Graduation from a recognized university with a Bachelor's Degree in Engineering; eligible for professional status membership in PEGNL and four (4) years relevant engineering experience.

Level 2

Graduation from a recognized university with a Bachelor's Degree in Engineering; eligible for membership in PEGNL Suggested minimum of ten (10) years experience working with an electrical utility, heavy industrial and/or oil & gas industry is normally required. Fewer years of experience is acceptable with sustained technical design,

project management or analytical performance that consistently delivers value to the corporation that exceeds the standards of Level 1.

Level 3

Graduation from a recognized university with a Bachelor's Degree in Engineering; eligible for membership in PEGNL. Suggested minimum of fifteen (15) years experience working with an electrical utility, heavy industrial and/or oil & gas industry is normally required. Completion of a recognized course of study (eg; degree) in an engineering specialty, project management, or business administration, or five (5) years direct operations experience at field locations is desirable. Fewer years of experience is acceptable with sustained technical design, project management or analytical performance that consistently delivers value to the corporation that exceeds the standards of Level 2.

Level 4

Graduation from a recognized university with a Bachelor's Degree in Engineering; eligible for membership in PEGNL. Suggested minimum of twenty (20) years experience working with an electrical utility, heavy industrial and/or oil & gas industry, or in a university setting, is required. Completion of a graduate degree in an engineering specialty, project management, or business administration is normally required; however, a combination of either leadership in a national or international professional organization, or publication of multiple scientific or technical papers in recognized conferences or journals, and recognition by peers as an authority in a given field may be considered equivalent. Fewer years of experience is acceptable with sustained technical design, project management or analytical performance that consistently delivers value to the corporation that exceeds the standards of Level 3.

Experience:

As above

Special Skills, Job Requirements, Working conditions, Etc.**Level 1**

This position requires sound judgment and technical skills; ability to think conceptually; excellent organizational, interpersonal and communication skills, along with the ability to work in a team environment. Analytical and problem solving skills are a must. The incumbent is expected to display independence, initiative, and sound professional judgment in conducting all activities.

Level 2

This position requires sound project management skills or complex systems knowledge combined with strong judgment and technical skills; ability to think conceptually; excellent organizational, interpersonal and communication skills, and ability to motivate and influence others in a team environment. Strong analytical and problem solving skills are a must. The position requires a proven ability to accept responsibility in a highly technical environment. The incumbent is expected to display independence, initiative, and sound professional judgment in conducting all activities.

Level 3

This position requires advanced project management skills or complex systems knowledge combined with outstanding judgment and technical skills; ability to think conceptually; excellent organizational, interpersonal and communication skills, and ability to motivate and influence others in a team environment. Proven analytical and problem solving skills are a must. The position requires a proven ability to accept responsibility in a highly technical environment.

Level 4

This position requires thinking within concepts, principles and broad guidelines towards the corporation's strategic objectives. The incumbent must possess outstanding analytical skills combined with sound judgment and technical skills and ability to function in an unstructured environment. This position requires a proven ability to accept responsibility in a highly technical environment. The incumbent will be recognized by peers in the industry as an authority in the area of expertise.

Working Conditions

The incumbent will work primarily in an office and/or field environment; however, some travel is required. The incumbent is required to work from time to time in construction or industrial environments and may be exposed to environments that are dirty, noisy, and potentially hazardous. Travel by airplane, helicopter, snowmobile, or boat may be required on occasion.

Personnel Information

Salary Grade:	12-15
Job Number:	
Status:	Active

Drafting Services Supervisor**Location Information**

Company:	Newfoundland & Labrador Hydro
Division:	Engineering Services
Department:	Transmission & Distribution
Section:	Transmission & Distribution
Subsection:	
Location:	St. John's

Organization Reporting**Direction Received:**

Receives general direction from the Director, Engineer TRO. Work is assigned in terms of broad objectives and the incumbent is expected to demonstrate a high degree of personal initiative, sound judgement and technical expertise in carrying out his/her duties and responsibilities.

Direction Exercised:

Directs and supervises five Drafter/CAD Technologists and the Drafting Clerk as well as term and temporary Drafter/CAD Technologists employed during high volume periods. Also provides technical support and direction to drafting services in Churchill Falls and Bishop's Falls.

Job Description**Summary of Job Function:**

Supervises the activities of the Drafting Section in support of the Corporation's drafting services requirements including the preparation and maintenance of all new drawings for capital projects, as-builts and updates provided from operational areas.

Principal Activities, Duties, and Responsibilities:

Plans and schedules the resources of the Drafting section to ensure that the Corporation's Drafting services requirements are carried out on a priority basis.

Provides technical direction and training to Drafter/CAD Technologists, including those at Churchill Falls and Bishop's Falls, in the structure and operation of the CAD system.

Supervises the production of drawings and sketches using the CAD system. Designs special programming routines for CAD applications and customizes the CAD hardware configuration.

Designs and edits special menus for the digitizing tablet and screen and develops a customized block and symbol library. Creates and maintains a management system for the CAD files and the symbol library.

Reviews and evaluates drawing methods; creates and maintains drawing standards.

Develops and administers a standard system of storage backup and retrieval for drawings created in the CAD system.

Maintains a complete and accurate record of all drawings covering the Corporation's assets including hydro, thermal, gas turbine and diesel plants, transmission and distribution lines, terminals and substations, and related facilities.

Maintains awareness of the Corporate/Departmental Safety and Health Program and participates in safety meetings. Conducts Accident/Incident investigations as required.

Prepares Capital Budget Proposals for computers, software, printers, drawing cabinets and similar equipment required to maintain state of the art capability. Identifies and evaluates third party software that will improve the efficiency and productivity of existing software.

Provides annual estimates of operating supplies required for the Drafting section and requisitions same.

Ensures all equipment is properly maintained and the necessary service contracts are executed.

Administers the Collective Agreement as it applies to in-scope employees.

Job Specifications

Education:

Graduation from a three (3) year Architectural Engineering Technology program from a recognized college with specific training in CAD systems.

Experience:

Minimum of ten (10) years drafting experience with CAD systems, preferably with five (5) years in an electric utility environment. Some supervisory experience would be an asset.

Special Skills, Job Requirements, Working conditions, Etc.

Well developed skills in AutoCAD software and its operational functions. Familiarity with engineering standards related to the electric utility industry would be an asset. Must possess a good working knowledge of computers with appropriate awareness of various corporate applications as necessary. These may include, but are not limited to, the Microsoft suite of applications, JD Edwards, Showcase Strategy, computerized inventory, and maintenance programs.

Personnel Information

Salary Grade:

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Job Number:

Status:

Active

Manager, Civil Engineering**Location Information**

Company:	Newfoundland & Labrador Hydro
Division:	Engineering Services
Department:	Civil Engineering
Section:	Civil Engineering
Subsection:	
Location:	St. John's

Organization Reporting**Direction Received:**

Receives general direction from the Vice President, Engineering Services. Exercises a high level of personal initiative and judgment in planning, organizing and directing the ongoing strategic, operational, and maintenance activities of the Department.

Direction Exercised:

Provides direct general direction, business guidance, and technical advice to 8 employees including 6 professional engineers and two technicians.

Job Description**Summary of Job Function:**

Provides leadership to a diverse team of engineering professionals, and has broad management responsibility for all engineering activities and projects related to the energy field. The incumbent is responsible for planning, approving, and delivering large, multidisciplinary projects requiring considerable amounts of manpower and financial investment. Decisions made effect the cost, effectiveness and long-term operational characteristics of capital projects. Judgement and decisions could have a significant impact on safety, environmental, financial and security issues for Hydro, its customers, the Province and the public at-large. The incumbent is expected to work within established guidelines but to exercise a high degree of initiative, judgement, and innovation in achieving the expected results.

In order to achieve the required outcomes the incumbent is expected to work closely with management of the various functional areas of the organization to define and implement solutions which reflect the organization's goals, objectives and strategic direction, and to provide guidance, mentoring, coaching and performance feedback to a team of experienced engineers to achieve the desired results.

Principal Activities, Duties, and Responsibilities:

Provides leadership in the completion of activities related to analysis, design, estimating, scheduling and overall project management of civil engineering related issues. This includes the following activities:

" Ensures departmental participation in the Corporation's Safety and Health Program and Environmental Management Programs.

" Maintains awareness of the Hydro Group's environmental policy and guiding principles, and corporate objectives, targets and programs; and the role of the Department and its employees in the management of environmental issues.

" Provides effective leadership to staff to permit them to carry out their responsibilities effectively. Provides appropriate guidance, mentoring and coaching to a diverse team of engineers of varying degrees of experience

to ensure staff performance is optimized and performance issues are dealt with in an effective manner.

" Provides guidance, planning, and budgeting for development and training of staff to maintain the level of technical knowledge and skills needed to perform effectively in a safe and efficient manner.

" Maintains strong working relationships with management in the Engineering Services Division and the Regulated Operations Division as well as other divisions within the corporation to ensure activities are undertaken in a manner that maximizes value to the Corporation.

" Directs staff in pursuing projects that are defined only in general terms by desired objectives, often employing new or novel technologies, or by applying existing technologies and techniques in creative ways.

" Prepares and delivers testimony to regulatory and legal bodies on the activities of the Department and their relationship with the Organization's legal and regulatory requirements.

" Ensures that acquisitions, development, construction, and deployment of projects and technologies are aligned with divisional and corporate goals.

" Ensures resources are managed effectively and efficiently as per corporate priorities and strategic directions; ensuring workloads are identified and scheduled in a manner that meets business requirements and demands.

" Participates in and advises the Vice President Engineering Services regarding hiring, promotion, transfer, rule compliance, corrective action, and salary competitiveness.

" Manages engineering services for external business opportunities.

" Development of material and engineering standards for civil engineering activities.

" Develops and provides overall management of Hydro's Dam Safety Program including co-ordinating Dyke Board activities.

" Ensures departmental participation in the Canadian Dam Association and ensures that Hydro's Dam Safety Program follows the Canadian Dam Safety Guidelines.

" Develops and maintains relationships with counterparts in other utilities to facilitate the exchange of technical information.

Job Specifications

Education:

Graduation from a recognized university with a Bachelor's Degree in Civil Engineering; eligible for membership in PEGNL and a minimum of fifteen (15) years experience.

Experience:

The incumbent shall have progressively responsible multidisciplinary engineering experience since graduation in power utility project design, construction, administration, operation and maintenance of facilities scattered over a large geographical area.

Special Skills, Job Requirements, Working conditions, Etc.

This is a senior engineering management position in a highly technical field. This position requires experience in

all aspects of utility operation, engineering design, projects administration, construction, commissioning, performance testing and evaluation; proven project management skills combined with sound judgment and decision making skills; ability to think conceptually; excellent organizational, interpersonal and communication skills, along with the ability to work in a team environment. Strong strategic thinking and problem solving skills are a must, as are excellent oral and written communication skills. This position requires a proven ability to provide leadership and accept responsibility in a highly technical environment.

Demonstrated abilities in team building and decision-making shall be apparent, as well as the ability to plan, organize, and supervise in a highly technical environment.

Worksite is normally an office environment, but the incumbent frequently must work in and around construction sites and existing power generation facilities that are dirty, noisy, and potentially dangerous environments. Incumbent is required to work at heights, enter confined spaces, such as tunnels, and use helicopters extensively.

Personnel Information

Salary Grade:	16
Job Number:	253-01
Status:	Active

Manager, Electrical Engineering**Location Information**

Company:	Newfoundland & Labrador Hydro
Division:	Engineering Services
Department:	Electrical Engineering
Section:	Electrical Engineering
Subsection:	
Location:	St. John's

Organization Reporting**Direction Received:**

Receives general direction from the Vice President, Engineering Services. Exercises a high level of personal initiative and judgment in planning, organizing and directing the ongoing strategic, operational, and maintenance activities of the Department.

Direction Exercised:

Provides general direction, business guidance, and technical advice to Engineers and Senior Engineers.
Provides general direction, business guidance and technical advice to engineering staff.
Responsible for a department of eight employees including six professional engineers, one technologist and an Administrative Assistant.

Job Description**Summary of Job Function:**

Provides leadership to a diverse team of engineering professionals, and has broad management responsibility for all engineering activities and projects related to the energy field. The incumbent is responsible for planning, approving, and delivering large, multidisciplinary projects requiring considerable amounts of manpower and financial investment. Decisions made effect the cost, effectiveness and long-term operational characteristics of capital projects. Judgement and decisions could have a significant impact on safety, environmental, financial and security issues for Hydro, its customers, the Province and the public at-large. The incumbent is expected to work within established guidelines but to exercise a high degree of initiative, judgement, and innovation in achieving the expected results.

In order to achieve the required outcomes the incumbent is expected to work closely with management of the various functional areas of the organization to define and implement solutions which reflect the organization's goals, objectives and strategic direction, and to provide guidance, mentoring, coaching and performance feedback to a team of experienced engineers to achieve the desired results.

Principal Activities, Duties, and Responsibilities:

Provides leadership in the completion of activities related to electrical engineering design and project management and operational support within Hydro's service areas. This includes the following activities:

- Develops and maintains the Corporation's strategic plans for maintenance and long term life cycle asset management of the generations & transmissions systems ensuring such plans align closely with the Corporation's strategic direction. Prepares recommendations to Hydro's Leadership Team on additions/modifications required to these systems that are necessary to address requirements of the energy system as well as internal stakeholders. Ensures technical assistance is available in evaluating

abnormal system behavior with respect to the operation of Hydro's regulated operations.

- Directs the preparation and justification of capital and operating project budget proposals for generation, transmission and rural operations systems.
- Prepares and justifies the Operating Budget for the Electrical Engineering Department
- Maintains awareness of the Hydro Group's environmental policy and guiding principles, and corporate objectives, targets and programs; and the role of the Department and its employees in the management of environmental issues.
- Provides effective leadership to staff to permit them to carry out their responsibilities effectively. Provide appropriate guidance, mentoring and coaching to a diverse team of engineers of varying degrees of experience to ensure staff performance is optimized and performance issues are dealt with in an effective manner.
- Provides guidance, planning, and budgeting for training and development activities of staff to maintain the level of technical knowledge and skills needed to perform effectively in a safe and efficient manner.
- Maintains strong working relationships with management in the Engineering Services Division as well as other divisions within the corporation to ensure activities are undertaken in a manner that maximizes value to the Corporation.
- Directs staff in pursuing projects that are defined only in general terms by desired objectives, often employing new or novel technologies, or by applying existing technologies and techniques in creative ways.
- Prepares and delivers testimony to regulatory and legal bodies on the activities of the Department and their relationship with the Organization's legal and regulatory requirements.
- Ensures that acquisitions, development, construction, and deployment of projects and technologies are aligned with divisional and corporate goals.
- Ensures resources are managed effectively and efficiently as per corporate priorities and strategic directions; ensuring workloads are identified and scheduled in a manner that meets business requirements and demands.
- Participates in and advising the Vice President Engineering Services on hiring, promotion, transfer, rule compliance, corrective action, and salary competitiveness.
- Manages engineering services for external business opportunities.
- Ensures departmental participation in the Corporation's Safety and Health Program and Environmental Management Programs.
- Develops and maintains relationships with counterparts in other utilities to facilitate the exchange of technical information.
- Participates as member of Menihek Operating Committee with Hydro Quebec for the operation and maintenance of the Menihek generation Plant for the provision of electrical energy services to the communities of Sheffervilles and Kawawachikamach.
- Represents Hydro as Director of Canadian Off-Grid Utility Association (COGUA).

Job Specifications

Education:

Graduation from a recognized university with a Bachelor's Degree in Electrical Engineering with an emphasis in power utility systems design, peration and maintenance; eligible for membership in PEGNL and a minimum of fifteen (15) years experience.

Experience:

The incumbent shall have progressively responsible multidisciplinary engineering experience since graduation in power utility project design, construction, administration, operation and maintenance of facilities scattered over a large geographical area.

Special Skills, Job Requirements, Working conditions, Etc.

This is a senior engineering management position in a highly technical field. This position requires experience in all aspects of utility operation, engineering design, projects administration, construction, commissioning, performance testing and evaluation; proven project management skills combined with sound judgment and decision making skills; ability to think conceptually; excellent organizational, interpersonal and communication skills, along with the ability to work in a team environment. Strong strategic thinking and problem solving skills are a must, as are excellent oral and written communication skills. This position requires a proven ability to provide leadership and accept responsibility in a highly technical environment.

Demonstrated abilities in team building and decision-making shall be apparent, as well as the ability to plan, organize, and supervise in a highly technical environment.

Worksite is normally an office environment, but the incumbent occasionally is required to work in existing power generation facilities, construction sites, manufacturing plants and machine shops that are dirty, noisy, and potentially dangerous environments. May be required to climb structures or enter confined spaces.

Personnel Information

Salary Grade:	16
Job Number:	
Status:	Active

Manager, Mechanical Engineering**Location Information**

Company:	Newfoundland & Labrador Hydro
Division:	Engineering Services
Department:	Mechanical Engineering
Section:	Mechanical Engineering
Subsection:	
Location:	St. John's

Organization Reporting**Direction Received:**

Receives general direction from the Vice President, Engineering Services. Exercises a high level of personal initiative and judgment in planning, organizing and directing the ongoing strategic, operational, and maintenance activities of the Department

Direction Exercised:

Provides general direction, business guidance, and technical advice to Engineers and Senior Engineers. Responsible for a department of 9 employees including seven professional engineers and two mechanical technologists.

Job Description**Summary of Job Function:**

Provides leadership to a diverse team of engineering professionals, and has broad management responsibility for all engineering activities and projects related to the energy field. The incumbent is responsible for planning, approving, and delivering large, multidisciplinary projects requiring considerable amounts of manpower and financial investment of hundreds of millions of dollars. Decisions made affect the cost, effectiveness and long term operational characteristics of major capital projects. Errors in judgment or decision-making could have far reaching financial, environmental and security ramifications for Hydro, its customers and the Province. The incumbent is expected to work within established guidelines but to exercise a high degree of initiative, judgment, and innovation in achieving the expected results.

In order to achieve the required outcomes the incumbent is expected to work closely with management of the various functional areas of the organization to define and implement solutions which reflect the organization's goals, objectives and strategic direction, and to provide guidance, mentoring, coaching and performance feedback to a team of experienced engineers to achieve the desired results.

Principal Activities, Duties, and Responsibilities:

Provides leadership in completion of mechanical activities related to studies, designs and maintenance of hydraulic, thermal and diesel generation of electricity. These activities include:

- Provides effective leadership to staff to permit them to carry out their responsibilities effectively. Provide appropriate guidance, mentoring and coaching to a diverse team of engineers of varying degrees of experience to ensure staff performance is optimized and performance issues are dealt with in an effective manner.
- Provides guidance, planning, and budgeting for training and development activities of staff to maintain the level of technical knowledge and skills needed to perform effectively in a safe and efficient manner.
- Maintains strong working relationships with management in the Engineering Services Division as well as

other divisions within the corporation to ensure activities are undertaken in a manner that maximizes value to the Corporation.

- Prepares and justifies the operating budget for the Mechanical Engineering Department.
- Directs staff in pursuing projects that are defined only in general terms by desired objectives, often employing new or novel technologies, or by applying existing technologies and techniques in creative ways. Prepares and delivers testimony to regulatory and legal bodies on the activities of the Department and their relationship with the Organization's legal and regulatory requirements.
- Ensures that acquisitions, development, construction, and deployment of projects and technologies are aligned with divisional and corporate goals.
- Ensures resources are managed effectively and efficiently as per corporate priorities and strategic directions; ensuring workloads are identified and scheduled in a manner that meets business requirements and demands.
- Participates in and advising the Vice President Engineering Services on hiring, promotion, transfer, rule compliance, corrective action, and salary competitiveness.
- Manages engineering services for external business opportunities.
- Ensures departmental participation in the Corporation's Safety and Health Program and Environmental Management Programs.
- Maintain awareness of the Hydro's Group's environmental policy and guiding principles, and corporate objectives, targets and programs; and the role of the Department and its employees in the management of environmental issues.
- Development of engineering standards for material and design of hydraulic, thermal and diesel equipment.
- Exercising control of and being accountable for large, complex, multidisciplinary projects at values up to \$400 million.
- Possess a detailed working knowledge of large and small diesel, gas turbine, steam turbine and hydro turbine powered generating [plants and their auxiliary systems and equipment,, alternate energy power plants, emerging technologies, operational and environmental issues associated with all types of power generation facilities.
- Participates in research and development programmes of the CEA Thermal Generation and Hydraulic Plant Life interest groups.
- Monitors changes in ASME codes and related legislation as they relate to Hydro's assets.
- Develops and maintains relationships with counterparts in other utilities to facilitate the exchange of technical information.

Job Specifications

Education:

Graduation from a recognized university with a Bachelor's Degree in Mechanical Engineering with an emphasis in fluid dynamics, thermodynamics and machine design; eligible for membership in PEGNL and a minimum of fifteen (15) years experience.

Experience:

The incumbent shall have progressively responsible multidisciplinary engineering experience since graduation in power utility project design, construction, administration, operation and maintenance of facilities scattered over a large geographical area.

Special Skills, Job Requirements, Working conditions, Etc.

This is a senior engineering management position in a highly technical field. This position requires experience in all aspects of utility operation, engineering design, projects administration, construction, commissioning, performance testing and evaluation; proven project management skills combined with sound judgment and

decision making skills; ability to think conceptually; excellent organizational, interpersonal and communication skills, along with the ability to work in a team environment. Strong strategic thinking and problem solving skills are a must, as are excellent oral and written communication skills. This position requires a proven ability to provide leadership and accept responsibility in a highly technical environment.

Demonstrated abilities in team building and decision-making shall be apparent, as well as the ability to plan, organize, and supervise in a highly technical environment.

Worksite is normally an office environment, but the incumbent frequently must work in existing power generation facilities, construction sites, foundries, manufacturing plants and machine shops that are dirty, noisy, hot and potentially dangerous environments. Required to climb structures such as surge tanks and smokestacks, and enter confined spaces such as turbine casings.

Personnel Information

Salary Grade:	16
Job Number:	
Status:	Active

Manager, Protection & Control**Location Information**

Company:	Newfoundland & Labrador Hydro
Division:	Engineering Services
Department:	Protection & Control
Section:	Protection & Control
Subsection:	
Location:	St. John's

Organization Reporting**Direction Received:**

Receives general direction from the Vice President, Engineering Services. Exercises a high level of personal initiative and judgment in planning, organizing and directing the ongoing strategic, operational, and maintenance activities of the Department

Direction Exercised:

Provides direct general direction and business guidance to 8 Protection and Control Engineers and a Senior Technologist. Responsible for a department of 9 employees

Job Description**Summary of Job Function:**

Provides leadership to a diverse team of engineering professionals, and has broad management responsibility for all engineering activities and projects related to the Protection and Control Engineering field, System Performance analysis, and Operating Support for generation, transmission, distribution, both the interconnected and the isolated diesel systems. The incumbent is responsible for the planning, approval of projects requiring considerable amounts of manpower and financial investment, and is responsible for developing and implementing the strategic direction of the organization with respect to Protection and Control. The incumbent is expected to work within established guidelines but to exercise a high degree of initiative, judgment, and innovation in achieving the expected results. The incumbent is responsible for multi million dollar decisions that have significant financial, environmental and security implications for the company, its customers and the Province, and errors in judgment or decision-making could have far reaching ramifications for these stakeholders

In order to achieve the required outcomes the incumbent is expected to work closely with management of the various functional areas of the organization to define and implement solutions which reflect the organization's goals, objectives and strategic direction, and to provide guidance, mentoring, coaching and performance feedback to a team of experienced engineers to achieve the desired results.

Principal Activities, Duties, and Responsibilities:

" Provides leadership in the completion of activities related to Protection and Control and System Performance Analysis within Hydro's service areas. This includes the following activities:

" Supervises the preparation of all protection and control settings associated with generation, transmission, distribution, terminal and diesel facilities.

" Ensures the review all protective relay applications on a periodic basis and implements modifications to improve overall performance and reliability.

" Directs the analyses of system performance during forced outages and other disturbances. Recommends tests and system modifications to rectify problems and improve performance.

" Ensures that all protection and control equipment settings are coordinated, including coordination with interconnected utilities and customers. Over time, completes a coordination review of all major system elements.

" Provides and ensures technical support is available to various departments/divisions on such matters as lightning performance, grounding, equipment malfunctions, testing and frequency problems.

" Directs the preparation and justification of capital budgets for Protection and Control equipment and systems.

" Provides effective leadership to staff to permit them to carry out their responsibilities effectively. Provide appropriate guidance, mentoring and coaching to a diverse team of engineers of varying degrees of experience to ensure staff performance is optimized and performance issues are dealt with in an effective manner.

" Provides guidance, planning, and budgeting for training and development activities of staff to maintain the level of technical knowledge and skills needed to perform effectively in a safe and efficient manner.

" Maintains strong working relationships with management in the Engineering Service Division as well as other divisions within the corporation to ensure activities are undertaken in a manner that maximizes value to the Corporation.

" Directs staff in pursuing projects that are defined only in general terms by desired objectives, often employing new or novel technologies, or by applying existing technologies and techniques in creative ways.

" Prepares and delivers testimony to regulatory and legal bodies on the activities of the Department and their relationship with the Organization's legal and regulatory requirements.

" Ensures that acquisitions, development, construction, and deployment of projects and technologies are aligned with divisional and corporate goals.

" Ensures resources are managed effectively and efficiently as per corporate priorities and strategic directions; ensuring workloads are identified and scheduled in a manner that meets business requirements and demands.

" Participates in and advising the Vice President Engineering Services on hiring, promotion, transfer, rule compliance, corrective action, and salary competitiveness.

" Manages engineering services for external business opportunities.

" Ensures departmental participation in the Corporation's Safety and Health Program and Environmental Management Programs.

" Ensures the Development of material and engineering standards for Protection and Control.

" Maintains awareness of the Hydro Group's environmental policy and guiding principles, and corporate objectives, targets and programs; and the role of the Department and its employees in the management of environmental issues.

" Develops and maintains relationships with counterparts in other utilities to facilitate the exchange of technical information.

Job Specifications

Education:

Graduation from a recognized university with a Bachelor's Degree in Electrical Engineering; eligible for membership in PEGNL and a minimum of fifteen (15) years experience.

Experience:

The incumbent shall have progressively responsible engineering experience since graduation in power utility project design, construction, administration, operation and maintenance with a high level of knowledge in power system analysis and protective relaying applications.

Special Skills, Job Requirements, Working conditions, Etc.

This is a senior engineering management position in a highly technical field. This position requires experience in all aspects of utility operation, engineering design, projects administration, construction, commissioning, performance testing and evaluation; proven project management skills combined with sound judgment and decision making skills; ability to think conceptually; excellent organizational, interpersonal and communication skills, along with the ability to work in a team environment. Strong strategic thinking and problem solving skills are a must, as are excellent oral and written communication skills. This position requires a proven ability to provide leadership and accept responsibility in a highly technical environment.

Demonstrated abilities in team building and decision-making shall be apparent, as well as the ability to plan, organize, and supervise in a highly technical environment.

Worksite is normally an office environment, but the incumbent occasionally is required to work in existing power generation facilities, construction sites, manufacturing plants and machine shops that are dirty, noisy, and potentially dangerous environments. May be required to climb structures or enter confined spaces.

Personnel Information

Salary Grade:	HAY 16
Job Number:	
Status:	Active

Manager of Engineering, Research & Development

Location Information

Company:
Division: Engineering Services
Department: Executive Management
Section: Executive Management
Subsection:
Location: St. John's

Organization Reporting

Direction Received:

Receives general direction from the Vice-President, Engineering Services but is expected to exercise a high level of personal initiative and judgment in planning, organizing, co-ordinating and directing the R & D activities of the Engineering Division.

Direction Exercised:

Responsible for initiating, directing and executing targeted engineering research consistent with the Energy Corporation's R & D objectives. Directs and manages R&D staff members. Works with the Energy Corporation's Business Development Division and other managers from various departments to provide long term cost effective solutions to complex engineering problems through strong analytical skills and mature judgment. The incumbent is expected to interact with agencies and other bodies at the National and International level through active participation.

Job Description

Summary of Job Function:

This position provides leadership to the Engineering R & D Department which is responsible for planning and executing targeted engineering research in support of the R & D goals and objectives of ECNL and its subsidiary companies.

In order to achieve the required outcomes the incumbent is expected to work closely with the Business Development Division and management of the various functional areas of the organization to define and implement solutions which reflect the organization's goals, objectives and strategic direction.

The incumbent is expected to work within established guidelines but to exercise a high degree of initiative, judgment and innovation in developing and implementing engineering research consistent with ECNL's R & D programs. The incumbent must be a self-starter and an independent thinker with strong analytical skills.

Principal Activities, Duties, and Responsibilities:

Provides leadership role in building and managing the Engineering R & D department, including the following:

- Ø Provides strong leadership in all aspects of the Engineering Division's R & D activities.
- Ø Provides engineering support for the commercialization of products and solutions developed by ECNL.
- Ø Supports the Business Development Division in the development of long term strategy for understanding alternate energy technologies and their potential applications by ECNL
- Ø Supports the Business Development Division in the development of complex collaborative proposals on implementation and demonstration of alternative energy technologies.

- Ø Manages and represents the Engineering Division on multi-stakeholders (external) funded research project initiatives.
- Ø Develops and maintains strategic alliances with Universities other research institutes companies and agencies.
- Ø Solicits proposals from outside organizations to initiate and carry out R & D projects.
- Ø Encourages staff from all divisions to bring new ideas for technology development
- Ø Strengthens the relationship with CEATI and other utilities for collaborative research
- Ø Manages research portion of CEATI budget in consultation with Engineering Services Managers.
- Ø Promotes R & D throughout the company and its importance on future business opportunities
- Ø Maintains close working relationships with management in all ECNL companies and divisions to identify opportunities for improvement through R&D and technology transfer
- Ø Provides coaching and mentorship to individuals within the organization
- Ø Prepares capital and operating budgets for the department.

Job Specifications

Education:

Minimum educational requirement is graduation from a recognized university with a degree in engineering, with a strong preference for a post graduate degree at the Masters or Ph. D level.

Experience:

The candidate must have demonstrated experience in a broad range of research and development in energy related areas and participation in national or international research and development organizations.

Special Skills, Job Requirements, Working conditions, Etc.

This is a senior management position in a highly technical field. This position requires experience in R & D area pertaining to utility operation, planning, projects administration and engineering evaluation; and the capability of working constructively with other senior officials from both federal and provincial levels of Government, universities, companies and other utilities. The incumbent requires sound judgment and decision making skills; ability to think conceptually; excellent organizational, interpersonal and communication skills, along with the ability to work in a team environment. Strong strategic thinking and problem solving skills are a must, as are excellent oral and written communication skills. This position requires a proven ability to provide leadership and accept responsibility in a highly technical environment.

Demonstrated abilities in team building and decision-making shall be apparent, as well as the ability to plan, organize, and supervise in a highly technical environment.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

Manager, Transmission and Distribution Engineering**Location Information**

Company:	Newfoundland & Labrador Hydro
Division:	Engineering Services
Department:	Transmission & Distribution
Section:	Transmission & Distribution
Subsection:	
Location:	St. John's

Organization Reporting**Direction Received:**

Receives general direction from the Vice President, Project Execution and Technical Services. Exercises a high level of personal initiative and judgment in planning, organizing and directing the ongoing strategic, operational, and maintenance activities of the Department.

Direction Exercised:

Provides general direction, business guidance, and technical advice to Engineers and Senior Engineers, supervisors of Drafting and Properties and Survey Departments. Responsible for a department of eighteen employees including three professional engineers, two Distribution technologists, one field construction supervisor, three licensed surveyors, a Properties and Land Right Technologists, a Drafting supervisor and five drafters, a drafting clerk and an Administrative Assistant.

Job Description**Summary of Job Function:**

Provides leadership to a diverse team of engineering professionals, and has broad management responsibility for all transmission and distribution engineering activities and projects related to the energy field. The incumbent is responsible for planning, approving, and delivering large, multidisciplinary projects requiring considerable amounts of manpower and financial investment. The incumbent is expected to work within established guidelines but to exercise a high degree of initiative, judgement and innovation in achieving the expected results. The incumbent is involved significantly in developing and implementing the strategic direction of the organization. The incumbent must recognize the impacts of poor judgement and decision making to the corporation's business operation.

In order to achieve the required outcomes the incumbent is expected to work closely with management of the various functional areas of the organization to define and implement solutions which reflect the organization's goals, objectives and strategic direction, and to provide guidance, mentoring, coaching and performance feedback to a team of experienced engineers to achieve the desired results.

Principal Activities, Duties, and Responsibilities:

Provides leadership in the completion of activities related to Transmission and Distribution maintenance, design and project management, within Hydro's service areas, provision of drafting services for the Hydro Group of Companies and the legal and engineering surveys of Hydro's property and easements. Also, provides Land Right Services for the corporation. This includes the following activities:

- Provides effective leadership to staff to permit them to carry out their responsibilities effectively. Provide

appropriate guidance, mentoring and coaching to a diverse team of engineers of varying degrees of experience to ensure staff performance is optimized and performance issues are dealt with in an effective manner.

- Provides guidance, planning, and budgeting for training and development activities of staff to maintain the level of technical knowledge and skills needed to perform effectively in a safe and efficient manner.
- Maintains strong working relationships with management in the Engineering Services Division as well as other divisions within the corporation to ensure activities are undertaken in a manner that maximizes value to the Corporation.
- Directs the preparation and justification of capital budgets for Transmission and Distribution systems.
- Directs staff in pursuing projects that are defined only in general terms by desired objectives, often employing new or novel technologies, or by applying existing technologies and techniques in creative ways.
- Prepares and delivers testimony to regulatory and legal bodies on the activities of the Department and their relationship with the Organization's legal and regulatory requirements.
- Ensures that acquisitions, development, construction, and deployment of projects and technologies are aligned with divisional and corporate goals.
- Ensures resources are managed effectively and efficiently as per corporate priorities and strategic directions; ensuring workloads are identified and scheduled in a manner that meets business requirements and demands.
- Participates in and advising the Vice President Engineering Services on hiring, promotion, transfer, rule compliance, corrective action, and salary competitiveness.
- Manages engineering services for external business opportunities.
- Ensures departmental participation in the Corporation's Safety and Health Program and Environmental Management Programs.
- *Provides overall management for Hydro's Wood Pole Line Management Program - Approximately \$2.5M annually*
- *Development of material and engineering standards for transmission and distribution lines*
- *Ensures the capital and operating construction programs for transmission and distribution facilities are satisfactorily completed annually - Approximately \$5M - \$15M*
- *Develops and maintains relationships with counterparts in other utilities to facilitate the exchange of technical information.*

Job Specifications

Education:

Graduation from a recognized university with a Bachelor's Degree in Civil Engineering with an emphasis in structure design, mechanical properties of materials and project management; eligible for membership in PEGNL and a minimum of fifteen (15) years experience.

Experience:

The incumbent shall have progressively responsible multidisciplinary engineering experience since graduation in power utility project design, construction, administration, operation and maintenance of facilities scattered over a large geographical area.

Special Skills, Job Requirements, Working conditions, Etc.

This is a senior engineering management position in a highly technical field. This position requires experience in all aspects of utility operation, engineering design including a broad understanding of transmission and distribution design, projects administration, construction, commissioning, performance testing and evaluation; proven project management skills combined with sound judgment and decision making skills; ability to think conceptually; excellent organizational, interpersonal and communication skills, along with the ability to work in

a team environment. Strong strategic thinking and problem solving skills are a must. This position requires a proven ability to provide leadership and accept responsibility in a highly technical environment.

Demonstrated abilities in team building and decision-making shall be apparent, as well as the ability to plan, organize, and supervise in a highly technical environment.

Worksite is normally an office environment, but the incumbent frequently must work in the area of transmission and distribution facilities, visit remote sites and potentially dangerous environments. May be required to travel by helicopter, snowmobile and ATV.

Personnel Information

Salary Grade:	16
Job Number:	
Status:	Active

Manager - Office of Asset Management

Location Information

Company:
Division: Engineering Services
Department: Asset Management
Section:
Subsection:
Location: St. John's

Organization Reporting

Direction Received:

Receives general direction from the Vice-President Project Execution & Technical Services

Direction Exercised:

Supervises and provides direction, guidance and leadership to the Safety Lead - Project Execution & Technical Services. The position works with all areas of the Company, particularly the senior leadership team and management groups, and supportive, positive relationships are vital.

Job Description

Summary of Job Function:

The incumbent assumes a leadership role as a functional coach with particular focus on condition based maintenance, reliability, loss elimination and life cycle asset management. The role works closely with front line personnel at multiple operating sites providing support, coaching and oversight; ultimately enabling asset management strategy and asset condition data to be translated into tangible actions and results; ensuring asset performance expectations are met with the optimal use of resources.

Principal Activities, Duties, and Responsibilities:

- Develop asset management system framework (content, standards, process, accountabilities, terminology/definitions, measurement).
- Work with leadership and operations management to develop and staff the supporting organizational model required to clarify accountabilities and implement the framework.
- Lead introduction of asset management framework through all lines of business.
- Coach and mentor lines of business to ensure alignment with Nalcor's asset management system
- Systematically manage the process of alignment in all areas through training, monitoring/audit to ensure company direction is translated into effective plans and actions of various asset groups.
- Test/adapt the framework and supporting organizational model.
- Lead the development, design and maintenance of system-wide operating standards
- Coordinate internal and external skills/resources on significant maintenance and operational issues
- Facilitate development of technical and functional councils to identify and share best practices within operational areas, serve as bodies of knowledge, coach and facilitate, and provide oversight across the company.
- Provide other assistance to operating areas as appropriate to facilitate the effective execution of regional and facility-based accountabilities for operations, maintenance planning and execution.
- Collect, organize and communicate corporate documentation related to asset management.
- Manage asset hierarchy development and consistency.

- Functional coaching of LTAP, WE, STWPS, OPS roles across the business.
- Ensure Nalcor's asset management framework and overall system is adopted and fully integrated into the lines of business
- Ensure high level implementation plans are developed to support capital plans, including consideration of financing and constructability.
- Coordinate organization-wide capital planning activities to ensure excellence and consistency.
- Ensure asset reliability and integrity programs meet legal regulatory requirements.
- Ensure maintainability, reliability and operability is considered in the design of equipment, processes, facilities, and related control, safety and security systems.
- Facilitate implementation of equipment criticality reviews.
- Facilitate the asset basic care program.
- Facilitate development of condition based maintenance programs, including condition assessment, inspection and monitoring aspects and their outcomes.
- Ensure effective management of change (MOC) processes are applied.
- Coach and support team based root cause failure analysis and repeat failure analysis in field areas.
- Work with field sites to review and improve maintenance tactics, applying asset maintenance best practices.
- Coach compliance with associated processes, identify and facilitate implementation of improvement opportunities (PDCA).
- Facilitate development and implementation of metrics for asset management and reliability.
- Facilitate development and implementation of equipment standardization programs.

Job Specifications

Education:

A minimum education level of an undergraduate or master's degree in engineering, business or equivalent combination of experience and training

Experience:

A minimum minimum of **10** years of progressively responsible experience, preferably in an operations management or project management environment, with at least **5** years experience directly related to physical asset management and reliability programs

Special Skills, Job Requirements, Working conditions, Etc.

You must have strong oral and written communications skills, embrace change and lead with enthusiasm and expertise, have a demonstrated commitment to HSE and technical excellence in asset management. The position requires a valid driver's license and the ability and willingness to travel to operational sites on a regular basis, as well as strong computer literacy, including Microsoft Office Suite, ERP/CMMS systems, including PM/PdM and resource planning modules.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

Project Administrator**Location Information**

Company:
Division: Engineering Services
Department: Telecontrol
Section: Telecontrol
Subsection:
Location: Hydro Place

Organization Reporting**Direction Received:**

Work priorities are established by the Department Manager and assigned with objectives, schedules, budget and technical guidelines. Work is not generally supervised in detail and the amount of supervision varies depending upon the assignment and the skills and competencies of the individual. Work progress is reviewed on a regular basis and guidance given as required.

Direction Exercised:

Supervision of staff is not a required activity.

Job Description**Summary of Job Function:**

The Project Administrator provides administrative support to a number of Project Managers in the Telecontrol Engineering Department by assisting with the preparation of project documentation, including forms, reports, and contracts; assisting with management of project schedules and resource plans; conducting research on technical issues; and acting as liaison with installation personnel to develop schedules and identify resource requirements.

Principal Activities, Duties, and Responsibilities:

Think safety first, pro-actively participate in applicable aspects of the corporate S&H Program, and contribute to a vibrant safety culture.

Under the direction of the Project Managers and the Manager, Telecontrol Engineering, the Project Administrator shall:

- Prepare project budget proposals with justification, cost estimates and cash flows for project submissions.
- Prepare project design transmittals, cash flows, asset assignment forms, schedules, work breakdown structures, monthly progress reports, and other associated documentation for approved projects.
- Prepare technical reports, contract documents and technical specifications.
- Prepare and/or review "as built" drawings and operating and maintenance manuals.
- Prepare Telecontrol engineering design and equipment standards for use by the Hydro Group.

- Manage project documentation.
- Manage the departmental resource plan.
- Conduct research as directed.
- Participate in team coordination and strategy meetings related to project delivery planning.
- Prepare presentations.
- Set up and attend project meetings with planning and installation personnel or contractors as required.
- Perform other related general administrative duties as required.

Job Specifications

Education:

Bachelor's degree or completion of a 3 year diploma program combined with 5 or more years' experience in project administration.

Experience:

Candidates with experience in technical documentation writing are preferred. Previous experience in an electric utility, oil company or other industrial setting would be an asset.

Special Skills, Job Requirements, Working conditions, Etc.

Excellent written and interpersonal communication skills.

Excellent Microsoft Office suite skills.

Excellent Microsoft Project skills.

Valid driver's license is required. Some travel may be required from time to time.

Personnel Information

Salary Grade: HAY 9

Job Number:

Status: Active

Project Cost Estimator**Location Information**

Company:
Division: Engineering Services
Department: Project Execution
Section:
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

Work is not generally supervised in detail and the amount of supervision varies depending upon the assignment and the skills and competencies of the individual. Work progress is reviewed on a regular basis and guidance given as required.

Direction Exercised:

Supervision of staff is not a required activity.

Job Description**Summary of Job Function:**

The Project Cost Estimator leads the development of cost estimates for all PETS managed projects through the introduction of best in class cost estimating processes and tools throughout the Division, and ensures that all personnel involved in the development of cost estimates conform to standard estimating techniques.

Principal Activities, Duties, and Responsibilities:

Think safety first, pro-actively participate in applicable aspects of the corporate S&H Program, and contribute to a vibrant safety culture.

The Project Cost Estimator shall:

- In a team-based setting, lead the development and maintenance of effective and efficient project cost accounting systems, methods, procedures and controls to ensure that financial data pertaining to projects executed by PETS is accurate, timely and in accordance with corporate policies.
- Support project teams in controlling project costs through cost analysis of actual versus incurred cost versus project budgets.
- Prepare monthly stewardship of the project incurred cost, including accruals.
- Provide financial support to PETS including annual budget development, stewardship and reporting.
- Audit and benchmarking support as required.
- Foster good working relationship with Nalcor accounting, treasury and financial reporting functions.
- Incorporate project complexity factors into project estimates and assemble key input data such as project objectives, scope and economic analysis.
- Formulate and validate methodologies for deriving quantities from design parameters.
- Perform uncertainty analysis and sensitivities on cost estimates, reflecting analysis of project risks.
- Manage reviews and audits of cost estimates.

Benchmark against historical performance, industry norms and established KPI's.

Job Specifications

Education:

Engineering Degree and/or Certification as a Cost Estimator or equivalent experience

Experience:

Fully versed in the use of Cost Estimating Tools.

Experience with development of capacity factored estimates and location factor adjustments.

Special Skills, Job Requirements, Working conditions, Etc.

Excellent analytical, oral, written and interpersonal communication skills.

Excellent Microsoft Office suite skills.

Excellent Microsoft Project skills.

Valid driver's license is required. Some travel may be required from time to time.

Personnel Information

Salary Grade:

Job Number:

Status:

Active