

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 number of employees and the
4 job descriptions for any individuals employed by Hydro or any of its affiliates in
5 2013 in positions similar to those of the individuals in Nalcor's Project Engineering
6 and Technical Services department.

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9 A. Please see Table 1 outlining the list of positions and number of employees
10 employed by Hydro in the Project Execution & Technical Services (PETS)
11 Department in 2013. PUB-NLH-242 Attachment 1 contains a copy of each job
12 description.

13

Table 1

Position Title	Number of Positions ¹
Civil Engineer ²	6.0
Civil Engineering Specialist ²	1.0
Communications Engineer ²	2.0
Distribution Design Engineer ²	1.0
Electrical Design Engineer ²	6.0
Electrical Designer ²	2.0
Electrical Engineer ²	3.0
Mechanical Engineer ²	8.0
P & C Design Engineer ²	1.0
P & C Engineering Specialist ²	2.0
Planning Engineer ²	3.0
Senior Communications Engineer ²	1.0
Senior Protection & Control Engineer ²	4.0

¹ Based on Full Time Equivalents (FTEs).

² These engineering positions are provided in generic descriptions (see Engineer Level I – IV) in PUB-NLH-242, Attachment 1 which are assigned and reflective of an incumbent's individual development and progression within the engineering profession.

Position Title	Number of Positions ¹
Senior System Planning Engineer ²	2.0
Supervisory Engineer Communications ²	1.0
Supervisory Engineer Protection ²	1.0
System Planning Specialist ²	2.0 ³
Telecontrol Engineer Specialist ²	1.0
Transmission Design Engineer ²	2.0
Transmission Engineer ²	1.0
Administrative Assistant	3.0
Civil Construction Coordinator	1.0
Drafting Clerk	1.0
Line Inspector	0.8
Line Specialist T&D	0.7
Maintenance Specialist T-D	0.4
Manager, System Planning	1.0
Market Analyst	1.0
Mechanical Designer	1.0
Mechanical Maintenance A – Millwright	0.6
Mechanical Maintenance A – Welder	0.3
Manager Project Execution (Regulated)	1.0
Network Architect	1.0
Project Planner/ Scheduler	1.0
Program Manager	3.0
Real Properties Coordinator/Geomatics Lead	1.2
Safety Lead – Project Execution & Technical Services	1.0
Senior Market Analyst	1.0
Senior Line Inspector	4.0
Survey Assistant	1.0
Surveyor	1.2
Technical Services Co-ordinator - Mechanical	1.0
Technologist (Geomatics) ⁴	1.0
Technologist – Distribution	1.0
Technologist – Electrical Design	1.0
Technologist - Protection & Control	1.0
Technologist-Drafter/CAD	5.0

³ Currently being restructured under Systems Operations and Planning (pending).

⁴ There is no job description available for the Technologist – Geomatics.

Position Title	Number of Positions ¹
Co-op Commerce ⁵	1.0
Co-op Student (Engineer) ⁵	8.1
On Site Representative ⁵	5.3

⁵ PUB-NLH-242 Attachment 1 excludes these temporary positions.

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 exceed 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 exceed 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

Administrative Assistant

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 Department Manager in carrying out day-to-day administrative work; works closely with Engineering Division staff to exercise a significant level of personal initiative and judgment in carrying out assigned tasks and must be able to adapt and work within a challenging and constantly changing environment.

Direction Exercised:

Prioritizes work activities and makes judgement decisions avoiding conflicts with assignments ensuring completion of assigned tasks in a timely and efficient manner. On occasion organizes and manages work of temporary administrative support staff.

Job Description

Summary of Job Function:

Responsible for performing all administrative support duties, including typing, filing, receptionist duties, etc.; performing other clerical duties such as using spreadsheets, organizing conferences, bookings for travel and rental equipment, etc. Attending meetings and recording minutes, provides support for Lotus Notes databases, intranet and other software. Responsible for use of scanning equipment, preparing presentations with graphic tools/software, researching on the internet and performing other technical tasks to ensure that the administrative functions are run in an effective and efficient fashion.

Principal Activities, Duties, and Responsibilities:

1. Types confidential and other general correspondence, letters, inter-office memorandums, contracts, specifications, reports, papers, etc.; proofreads all completed work, ensuring formats are correct, either from hand written notes or by transcription from Dictaphone.
2. Maintains paper based and electronic filing systems, including creation of files using Hydro's standard file management system, collection of material for filing from offices and cubicles, and distribution of material to appropriate files.
3. Maintains electronic calendars for Managers and staff as requested.
4. Updates the Workplans using Microsoft Project, as required.
5. Provides assistance to other staff as required.
6. Receives, opens, and sorts mail for the designated areas in the Division.

7. Circulates general correspondence to all staff.
8. Provides receptionist function within Division such as providing assistance to visitors, answering telephones as required, and maintaining awareness of whereabouts of Managers/staff.
9. Arranges travel for staff, including all air, car and hotel reservations.
10. Assists with the development of capital and operating budget documentation.
11. Ensures appropriate business unit coding and approvals have been applied to paperwork, including PO's, invoices, expense items, etc.
12. Attends engineering meetings and records minutes, as required.
13. Prepares presentations and flow charts using PowerPoint software.
15. Updates electronic databases as required, including the maintenance, addition and deletion of database documents as directed by Managers/Staff.
16. Carries out other Administrative Assistant duties assigned by the Managers of the Engineering Services Division.
17. Maintains a Cardex System for signing out reports or files being borrowed by staff outside the Engineering Services Division.
18. Occasionally performs Administrative Assistant duties (typing of confidential reports, etc.) for members of Hydro's Executive Leadership Team or other Departments.

Job Specifications

Education:

Graduate from a recognized office administration/secretarial program or an equivalent combination of education, training and experience.

Experience:

Three years experience as Administrative Assistant in an engineering environment. Direct responsibility for maintaining confidentiality. Experience in office management would be a definite asset.

Special Skills, Job Requirements, Working conditions, Etc.

Good working knowledge of office practices and procedures, computers and associated equipment, fax machines, photocopiers, dictaphone machines, scanners, internet, word processing, spreadsheet/database software and project management software.

Must be proficient in Excel, Word, PowerPoint, Visio, Adobe Acrobat, Microsoft Project, Lotus Notes databases, email and calendaring tools, Trim, integrating text, graphics, and tables between software packages.

Must have working knowledge of JDE, specifically Financial and Work Order tracking menus/reports.

Personnel Information

Salary Grade:	HAY 05
Job Number:	281-50
Status:	Active

Civil Construction Co-Ordinator

Location Information

Company:	Newfoundland & Labrador Hydro
Division:	Engineering Services
Department:	Civil Engineering
Section:	Civil Engineering
Subsection:	
Location:	Holyrood

Organization Reporting

Direction Received:

Work priorities are established by the Project Engineer and assigned with objectives, schedules, budgets and technical guidelines. Work is not generally supervised in detail. Progress is reviewed on a regular basis and guidance given as required.

Direction Exercised:

Provides general to close co-ordination with construction contractors, operating personnel, design staff and others during maintenance, modifications and new additions to the system. May supervise temporary staff, Hydro and Contractor forces on construction sites. Evaluates and recommends any changes to the work for approval by the project Engineer.

Job Description

Summary of Job Function:

Co-ordinates the activities of Contractors engaged in a Power Utility environment. This may involve all aspects including conceptual layout, commissioning follow up contract preparation, supervision and project management. Provides technical support for operational problems. Assists the Project Engineer in other duties as required.

Principal Activities, Duties, and Responsibilities:

Manages assigned Projects, such as maintenance, modification or new additions to the system, in accordance with corporate policy, contract specifications and good project management practices.

Co-ordinates and plans the activities of several projects to meet budgetary, operating and project scheduling requirements.

Thinks safety first, pro-actively participates in applicable aspects of the corporate S&H Program and contributes to a vibrant safety culture.

Maintains familiarity with the Environmental Policy and Guiding Principles and applicable environmental Standard Operating Procedures.

Provides orientations to workers and contractors as assigned to the project. Monitors progress to ensure compliance with established schedules. Determines quantities of work and co-ordinates monthly progress billings. Provides quality control and/or quality assurance to all aspects of the projects including layout, material selection and management, work planned and performed, safety environment, as-built information,

commissioning and project follow-up.

Supports Generation Engineering in other related duties as assigned including such activities as the Dam Safety Program and the Oil Spill Emergency Response.

Job Specifications

Education:

Successful completion of a 2 - 3 year Industrial Engineering Technology course or equivalent combination of formal training and experience. Successful completion of Occupational Health and Safety courses for an industrial environment would be an asset.

Experience:

A minimum of two (2) years of practical work experience in co-ordinating of several maintenance and capital projects (at the same time) in a power utility environment. Experience with a thermal generation plant and proven ability to climb structure heights to 115 meters is an asset. Experience in managing an accident prevention program would be an asset.

Special Skills, Job Requirements, Working conditions, Etc.

Good written and oral communication skills. Good computer proficiency skills - lotus, word perfect, etc. Familiarity with Occupational Health and Safety Standards. Able to co-ordinate the work of several contractor's (6 or more) at the same time. Familiar with measurement and testing procedures for industrial and civil installations. Able to climb heights of 115 meters above ground. Required to travel other generation sites. Regularly absent from base of operation for more than 6 months per year. Normal work week is 40 hours.

Personnel Information

Salary Grade:	HAY 09
Job Number:	740-25
Status:	Active

CLASSIFICATION: Drafting Clerk

GENERAL DUTIES:

Operate blueprint and microfilm machines; update files and indexes; retrieval and filing of drawings; ordering supplies and some equipment for the department; typing and storing of various indexes, requisitions and reports; all other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

REQUIRED QUALIFICATIONS:

High school graduation supplemented by the successful completion of educational courses of at least nine (9) months which include office procedures and computer training in word processing and spreadsheet applications.

CLASSIFICATION: Line Inspector

GENERAL DUTIES:

Performs a wide range of inspection duties during the construction or upgrading of wood pole or steel tower transmission, sub transmission lines and distribution lines. Monitor's contractor's work method in pole and anchor installation, steel tower grillage installation, steel tower erection, structure framing and conductor stringing to ensure all aspects of construction conforms to specified standards. Completes inspection reports for quantity and quality control as required. All other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

REQUIRED QUALIFICATIONS:

High school graduation with related experience in the construction industry and three years experience in line construction. Ability to read and understand line construction drawings and specifications for line construction and line upgrading projects. Shall have a thorough knowledge of all regulations and safety rules. Must possess an appropriate valid driver's license.

Line Specialist T-D

Location Information

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

Organization Reporting

Direction Received:

Receives general direction from

Direction Exercised:

Supervises and provides direction, guidance and leadership to

Job Description

Summary of Job Function:

Co-ordinates and supervises the capital activities of on-going capital activities pertaining to various Transmission and Distribution projects. Responsible to review, approve and implement safely and within standards work plans. Participates in planning and scheduling the work and performs a variety of related administrative duties.

Principal Activities, Duties, and Responsibilities:

Promotes and complies and with the Corporate Safety and Health Program.

Ensures that all procedures identified in the Environmental Management System are followed and that both employees and contractors are aware of all environment responsibilities.

Complies with the Corporate EMS Program and ISO 14001.

Assists project personnel in preparing project plans and strategies that ensures that all new work and changes is compatible with existing plant and equipment and it continues to be maintained in a reliable and safe operating condition.

Supervises employees engaged in carrying out all activities as scheduled in order of priority and in accordance with required work standards.

Supervises employees engaged in completing all capital projects on schedule.

Plans and assigns work to employees to ensure the best possible use of workers and materials and that any necessary outages are kept to a minimum duration.

Responds to emergency situations, such as equipment failure, and supervises employees to correct the problem as quickly and efficiently as possible.

Ensures that the necessary tools, equipment, spare parts, etc are properly maintained and are available for use when needed.

Provides verbal and/or written reports to the project personnel, operations contacts on problems encountered, corrective action taken or recommended, and associated costs.

Conducts planned general inspections.

Conducts accident/incident investigations.

Ensures that all hazards in the workplace are identified and eliminated or controlled.

Ensures that good housekeeping is maintained.

Ensures that safety rules and regulations are followed and conducts monthly safety meetings with employees.

Ensures that employees are trained in accordance with identified training needs and also participates in the training.

Administers the Work Protection Code.

Ensures compliance with all pertinent legislative requirements such as: Occupational Health and Safety Act, The Department of Environment Act, Labour Standards Act, etc.

Maintains up-to-date knowledge of all Corporate policies and procedures.

Requisitions materials and tools for maintenance and capital activities.

Reviews and approves travel claims and other miscellaneous expenses.

Job Specifications

Education:

High School graduation and either graduation from an appropriate three year technology course or the attainment of an appropriate journeyman status.

Experience:

Ten years to progressively responsible and relevant experience.

Special Skills, Job Requirements, Working conditions, Etc.

Ability to plan, leads, organize, and control. Good verbal and written communication skills. Capability of working with computerized maintenance programs. 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:

Job Number:

Status:

Active

Maintenance Specialist – T-D

Location Information

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

Organization Reporting

Direction Received:

Receives general direction from the Manager, Transmission and Distribution. However, the incumbent is expected to exercise a considerable amount of personal initiative and judgement.

Direction Exercised:

N/A

Job Description

Summary of Job Function:

This position is responsible for the review and production of standardization of work methods, standard training programs, and distribution standards. Ensures optimization and safety of work is the over riding philosophy for work procedures and distribution standards.

In collaboration with the Distribution Committee ensures that the approved work methods and distribution standards are in compliance with standard up-to-date information on other utilities, like industries, CEA, EPRI, CSA, IEEE, contractors, and equipment suppliers.

Principal Activities, Duties, and Responsibilities:

Maintains up-to-date knowledge of engineering codes and standards, work protection code, loss control standards, project management manual, corporate safety manual, and administers all Corporate policies and procedures, ensures compliance with all pertinent legislative requirements, such as: Occupational Health and Safety Act, Transportation of Dangerous Goods Act, The Department of Environment Act, Labour Standards Act, etc.

Complies with the Corporate EMS Program and ISO 14001.

Mentors junior staff in growth and understanding of Distribution standards and work methods.

Job Specifications

Education:

Degree in Engineering and eligible for membership in APEGN.

Experience:

At least 20 years of related experience in maintenance philosophy and work methods. Extensive knowledge and experience in station and line maintenance.

Special Skills, Job Requirements, Working conditions, Etc.

Proven experience as an interactive team member with the ability to motivate people. Excellent oral and written communication skills. Computer fluent and familiar with word processing, spreadsheet, and presentation software.

Personnel Information**Salary Grade:****Job Number:****Status:**

Active

Manager, System Planning

Location Information

Company:	Newfoundland & Labrador Hydro
Division:	Engineering Services
Department:	System Planning
Section:	System Planning
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 strategic activities of the System Planning Department.

Direction Exercised:

Provides direct general direction and business guidance to Manager - Economic Analysis, 5 Planning Engineers and the department's Administrative Assistant. Responsible for a department of nine employees including five professional engineers, two economists, a statistical analyst, and an Administrative Assistant.

Job Description

Summary of Job Function:

This position provides leadership to the System Planning Department which is responsible for planning the least cost reliable expansion of Hydro's generation transmission and distribution systems. This involves completing technical and economic studies to determine the least cost generation sources and transmission and distribution systems. In addition this position manages the Economic Analysis group, which develops the load forecasts, which are used to plan the operation and expansion of the Island and Labrador interconnected, and the isolated diesel systems. The position 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 Economic Analysis, Generation, Transmission and Distribution Planning within Hydro's service areas. This includes the following activities:

- Recommendation of the key performance indicators (KPI'S) against which the performance of the System Planning staff is measured
- Gathering and preparation of market analyses that entails thorough research and analysis how customers in the Province use electricity;
- The preparation of both short and long-term load forecasts for the Island and Labrador Interconnected and Isolated Rural Systems for use in corporate investment planning, operations and budgeting;

- Ensuring that the corporation has regularly updated petroleum price projections for residual, diesel and alternate fuel (when required);
- Ensuring that the corporation's economic planning environment and assumptions (e.g. escalation and inflation) are consistent with the current Provincial outlook;
- Review of analysis of conservation and load management opportunities with particular focus on the Isolated Rural Systems;
- Preparation of recommendations to Hydro's Leadership Team on additions/modifications required to the generation, transmission and terminal and distribution facilities which are necessary to address forecast power and energy requirements for Hydro's customers;
- Review and approval of all planning criteria and procedures as applied within System Planning.
- Preparation of recommendations regarding conceptual plant design parameters, single line diagrams and appropriate economic parameters for plant optimization or bid evaluation;
- Provision of assistance in evaluating abnormal system conditions, recommending appropriate voltage levels, machine loading, etc.
- Preparation of System Planning's capital budget and the justification for budget items;
- Preparation and justification of the Operating Budget for the System Planning Department;
- Maintaining 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.
- Ensuring departmental involvement in the Safety and Health Program
- Preparation of recommendations on corporate policies related to the evolving utility issues such as non-utility generation, wheeling, etc.
- Available as a witness for rate and capital budget hearings.
- Allocation of system costs to specific customers and customer classes within the corporate Asset Management System
- Participate in the development and negotiation of power purchase agreements with Hydro's major customers and non-utility generations;

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 planning and operation with a high level of knowledge in power system and engineering economic analysis.

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, planning, projects administration and engineering economic evaluation; as well as knowledge of Government energy policy issues/guidelines, etc., and the capability of working constructively with other senior officials from both federal and provincial levels of Government 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:	17
Job Number:	
Status:	Active

Market Analyst

Location Information

Company:
Division: Engineering Services
Department: System Planning
Section: System Planning
Subsection:
Location: St. John's

Organization Reporting

Direction Received:

Reports to and receives general direction from the Senior Market Analyst and is expected to exercise a significant level of responsibility, initiative, and judgment in planning, organizing, and completing the statistics and forecasting functions of the Market Analysis Section.

Direction Exercised:

Will provide assistance and advice to Head Office and Regional personnel on matters relating to rural operations statistics and load forecasting.

Job Description

Summary of Job Function:

Collects and analyses data and other information required to complete the major activities and responsibilities of the Market Analysis Section. Analytically leads the preparation of Hydro's Rural Operations Load Forecast. Provides analytical support to the section's Senior Market Analyst.

Principal Activities, Duties, and Responsibilities:

Data Collection and Reporting

1. Ensures all customer and technical data from Hydro's Rural Distribution Systems is received monthly, properly compiled, and input into appropriate database.
2. Completes data integrity checks and correct errors.
3. Produces the following documents or reports on a monthly or annual basis:
 - Rural Systems Load Forecast Report
 - Annual Load Statistic's Report
 - Production Report for TRO Isolated Systems
 - TRO Sales Ledger Report
4. Prepares and reports on various information and data as required by management, internal departments, regional offices, and external agencies. Responsible for the following core activities:
 - Capital Budget Estimating Template
 - Isolated Diesel Fuel Budget
 - Variance explanation reporting for TRO power purchases and diesel fuel

- Information requirements of external agencies including PUB and Statistics Canada
- Collects and reviews weather, energy and price information as required by the Market Analysis Section
- Provides support for Hydro's annual Capital Budget submissions and General Rate Applications

5. Collects and maintains demographic information on Hydro Rural customers for forecasting and other statistical purposes.

6. Supports the development and analysis of customer surveys that are undertaken by the Market Analysis Section.

Load Forecasting

1. Leads Hydro's Annual Rural Operations Load Forecast for isolated & interconnected systems. Responsibilities include:

- oral and written communication with regional personnel, customers, government agencies, consultants, etc., concerning present and future load growth.
- analyzing historic data to establish load patterns and growth trends.
- forecasting energy sales and customers by rate class and power production and demand for all rural systems & sub-systems.
- formatting and detailing a forecast document to be used by management and other Hydro departments in carrying out various planning functions.

2. Monitors energy and demand growth on all rural systems and sub-systems and revises and updates the Annual Load Forecast as required throughout the year.

3. Prepares long-term load forecasts (over 10 years) for Hydro's distribution systems as required for system planning, rates and cost of service studies.

4. Analyses data from Hydro's EMS Scada System to determine load patterns for forecasting and energy management.

5. Prepares customer and load forecasts as required for Hydro general rate applications.

6. Assists with the development and completion of Hydro's annual planning load forecast (PLF) for the Interconnected Island System.

Other

1. Assists co-workers with JDE/Strategy reports and data analysis.

2. Maintains an awareness of the Nalcor's environmental policy and guiding principles, as well as corporate objectives, targets and programs.

3. Participate in the Corporate Safety and Health Program involving: safety and health promotion; safety meetings; and emergency preparedness.

Job Specifications

Education:

A university degree at the bachelor level with a concentration in Statistics. Knowledge of statistical regression analysis or econometrics is required.

Experience:

A minimum of three years work experience in the areas of statistical analysis and energy forecasting. Knowledge of the Provincial economy and the electric power sector is desirable.

Special Skills, Job Requirements, Working conditions, Etc.

Must have good oral and written communication skills and should have a solid working knowledge of business computer applications, spreadsheets, graphics, word processing etc.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

Mechanical Designer

Location Information

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

Organization Reporting

Direction Received:

Works under the supervision of the Senior Mechanical Engineer, but is expected to exercise a significant level of personal initiative and judgement in carrying out assigned duties. Final design work is approved and stamped by a Professional Engineer.

Direction Exercised:

Is expected to provide advice and guidance to Surveyors and Drafters. Provides direct supervision to temporary personnel (ie. welders, pipefitters, mechanics, electricians) and field inspectors on certain assigned projects.

Job Description

Summary of Job Function:

Performs design work associated with the design and construction of new projects and the provision of Engineering support to the operation and maintenance of the Utility Transmission and Rural System Operations.

Principal Activities, Duties, and Responsibilities:

Carries out design work including preparation of drawings, technical specifications, cost estimates, and tender documents.

Carries out field survey and investigation work and studies and collects necessary data and information.

Supervises and coordinates project construction/installations, is responsible for the completion and the updating of the monthly project reports, progress billings and final acceptance forms.

Provides technical advise to Operations for operation and maintenance work.

Provides direction to Drafting in the preparation of drawings.

Required on occasion to give technical direction to personnel engaged in various phases of construction.

Reviews shop drawings and makes recommendations on approval.

Coordinates with other departments on design projects and makes inspections of construction projects to ensure compliance to design requirements, tender documents, and construction schedules.

Supervises and inspects construction work and equipment installations as workload dictates.

Carries out various aspects of Engineering studies undertaken by Mechanical Section.

Prepares project budget proposals for approval by preparing cost estimates and cost/cash flow schedules.

Evaluates tenders and makes recommendations for approval on award.

Prepares project reports on a regular basis.

Represents the Engineering Department at various meetings with contractors, manufacturers, erectors and consultants.

Performs other related duties as assigned.

Job Specifications

Education:

Mechanical Construction Technology Program graduation or equivalent technical training or experience.

Experience:

Entry level to this position requires successful completion of a two or three year Mechanical Engineering Technology course from a recognized Technical institute.

Special Skills, Job Requirements, Working conditions, Etc.

Experience in Design and Construction field with knowledge of Construction Materials and Methods.

Knowledge of computers and computer applications would be an asset.

Knowledgeable in Applicable codes, By-Laws, and Engineering standards.

Must be capable of carrying out design work with a minimum of supervision and making sound assessment of problems and alternate solutions and recommendations.

Normally assigned to the office, but extensive travel throughout the Province is required.

Personnel Information

Salary Grade:	HAY 10
Job Number:	351-05
Status:	Active

CLASSIFICATION: Mechanical Maintenance "A" (Millwright)

GENERAL DUTIES:

Perform mechanical maintenance, troubleshooting, testing, alignment, installation, assembly and modification to thermal, diesel and hydraulic plant equipment. May be required to work at heights up to 130m and in confined spaces. All other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

REQUIRED QUALIFICATIONS:

High school graduation supplemented by journeyperson certification as a millwright preferably through an apprenticeship program and one (1) year experience in the trade following certification or have completed the Hydro Group apprenticeship program. Shall have a thorough knowledge of all regulations and safety rules. Completion of training in WHIMS, Emergency First Aid, Transportation of Dangerous Goods, Environmental Awareness and Confined Space Entry would be an asset. Must possess an appropriate valid driver's license.

CLASSIFICATION: Mechanical Maintenance "A" (Welder)

GENERAL DUTIES:

Weld, repair and fabricate parts for all equipment including all types of heavy and light duty vehicles, thermal, diesel and hydraulic plant equipment. Welding processes to be used are shielded metal arc welding (S.M.A.W) and gas tungsten arc welding (G.T.A.W). May be required to work at heights up to 130m and in confined spaces. All other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

REQUIRED QUALIFICATIONS:

High school graduation supplemented by journeyperson graduation as a welder, preferably through an apprenticeship program and one (1) year experience in the trade following certification or have completed the Hydro Group apprenticeship program and be eligible to be tested for a high pressure welder's certificate. Shall have a thorough knowledge of all regulations and safety rules. Completion of training in WHIMS, Emergency First Aid, Transportation of Dangerous Goods, Environmental Awareness and Confined Space Entry would be an asset. Must possess an appropriate valid driver's license.

Manager, Project Execution – Regulated Operations**Location Information**

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

Organization Reporting**Direction Received:**

Reports to the VP, Project Execution and Technical Services.

Direction Exercised:**Job Description****Summary of Job Function:**

The Manager, Project Execution is the key interface between Project Execution and Technical Services (PETS) and Newfoundland and Labrador Hydro (Hydro), and supports Hydro in all elements of the planning, design and execution of projects and the supply of technical and operating assistance from the appropriate discipline experts when needed.

The primary focus of this position is to ensure the timely and cost-effective completion of Hydro's annual project execution program. The Manager works closely with PETS departments and with asset owners, Managers of Long Term Asset Planning, and program management personnel within Hydro in optimizing the integrated efforts of operations and project execution personnel and maintaining the highest standards of project execution and asset integrity in line with Nalcor's Asset Management System.

Principal Activities, Duties, and Responsibilities:

1. Generally, acts as the single point of contact for NLH in relation to project planning, execution and technical/operational support.
2. Interacts closely with asset owners and asset planning personnel in the operations groups to facilitate the development of long term asset plans.
3. Coordinates the consolidation of multi year project plans and the identification of annual project planning and execution plans.
4. Facilitates the definition of project scope, cost estimates, schedule and methodology.
5. In consultation with PETS Discipline Leads, identifies project teams comprised of relevant engineering disciplines, supplemented by Operations resources as required, to deliver projects.
6. Monitors and oversees the activities of project managers for specific projects to ensure on-time, on-budget delivery, and may personally manage larger and more complex projects as appropriate.

7. Monitors all projects managed by Project Execution and Technical Services for NLH, and reports on schedule, cost and progress to stakeholders. Identifies implements and manages project changes as required.

8. Leads the development and consistent use of project management standards, guidelines and methods and promotes the consistent use of best practice project management approaches.

9. Provides functional project execution support to NLH in the areas of estimating, planning, scheduling, cost control, expediting, quality assurance, interface management, change management coordination, contract management, and all other aspects of project management execution.

Maintains effective working relationships with managers/discipline leads in Project Execution and Technical Services and in other divisions and lines of business to ensure project execution activities are conducted in a manner that maximizes value to the Corporation.

Job Specifications

Education:

Graduation from a recognized university with a Bachelor's Degree in Engineering; eligible for membership in PEGNL; formal certification in Project Management; or an equivalent combination of training and experience

Experience:

Minimum of 15 years progressively responsible multi disciplinary engineering and project management experience in the electric utility industry.

Special Skills, Job Requirements, Working conditions, Etc.

This is a senior project and engineering management position in a highly technical field. This position requires experience in electric utility design, project management, construction and commissioning, proven project management skills in a multi-disciplinary environment, combined with sound judgment and decision making skills; ability to think conceptually; organizational, interpersonal and communication skills, along with the ability to work in a team environment. Strong strategic thinking and problem solving skills are required, as are oral and written communication skills. This position requires a proven ability to provide leadership and accept responsibility in a highly technical environment.

Proficient in using Microsoft Office Suite, including Project, PowerPoint, Word and Excel.

Work site is normally an office environment, but the incumbent frequently must visit existing power generation, transmission and distribution facilities and construction sites.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

Network Architect

Location Information

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

Organization Reporting

Direction Received:

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.

Direction Exercised:

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.

Job Description

Summary of Job Function:

Provides planning, detailed design, technical studies, and advice to Regulated Operations, CF(L)Co, Information Systems. Develops standards, maintenance practices, contracts, and other technical documents necessary to ensure work is carried out efficiently.

Working closely with Information Systems and Network Services, the incumbent ensures the overall direction of network design and standards

Provides ongoing technical support to the field operating divisions to effectively manage and operate the Corporation's network 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.

Principal Activities, Duties, and Responsibilities:

- 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.
- 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 network equipment, infrastructure and components.
- 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 network equipment, infrastructure and components.

Job Specifications**Education:**

Graduation from a recognized university with a Bachelor's Degree in Engineering or Computer Science, or an equivalent combination of education and experience.

Experience:

At least 10 years' experience in the design, maintenance and troubleshooting of networks., or CCDP designation is required.

Special Skills, Job Requirements, Working conditions, Etc.

This position requires excellent project management 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.

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:	HAY 12
Job Number:	
Status:	Active

Project Planner/Scheduler**Location Information****Company:****Division:**

Engineering Services

Department:**Section:****Subsection:****Location:****Organization Reporting****Direction Received:**

Strategic only. Reporting to the Manager, Project Execution, once oriented, should be capable of processing day to day functions with minimal supervision and direction.

Direction Exercised:

This position will not have subordinates.

Job Description**Summary of Job Function:**

The Planner/Scheduler will be responsible for the development, implementation and maintenance of various project plans and schedules, and progress reporting systems in order to provide effective project controls for Nalcor.

Principal Activities, Duties, and Responsibilities:

The service provided shall be to:

- Lead the development of the Nalcor Scheduling Philosophy.
- Develop and maintain the Master Project Schedule.
- Support development of Level 3 Project Control Schedules covering all project areas, sites and locations.
- Provide oversight of all planning functions provided by engineering contractors, including review and attestation of all progress and performance information.
- Develop of construction schedules.
- Establish contractor progress and performance management systems.
- Develop Primavera coding structure.
- Develop planning and progress measurement procedures and guidelines.
- Partake in all constructability reviews.
- Interface with estimators to ensure integration of cost estimates into project schedule basis and resolve interfaces issues as required.

- Develop detailed Level 4 plans to support various components and phases of the project as required.
- Support project schedule risk assessment initiatives.
- Ensure communication and consistency of overall program schedules and resolve any issues.
- Review scope change orders to determine schedule impact in a proactive manner so as to avoid schedule creep.
- Participate in the analyzing of progress and performance data to identify trends and develop monthly final forecast cost and schedule outlooks.
- Promote the use best practices in planning and scheduling, including incorporating lessons learned.

Job Specifications

Education:

- Business/Commerce, Engineering, or equivalent experience.
- Membership in PMI and/or AACEI is advantageous.

Experience:

- 10 to 12 years experience on projects including construction sites.
- Working knowledge of hydro facilities is desirable.
- Experience with detailed engineering planning and systems and construction planning.

Special Skills, Job Requirements, Working conditions, Etc.

- Demonstrated awareness and sensitivity to safety, health and environmental issues.
- Demonstrates a sound base of expertise in project planning and scheduling for projects.
- Self starting, proactive individual with extensive independence, working under broad management direction.
- Excellent working knowledge of scheduling principles and project control processes.
- Expert working knowledge of Primavera planning software.
- Strong knowledge of earned value and cost engineering principals.
- Working knowledge of Staged Gate project management tools.
- Working knowledge of project controls software and interrelationships.
- Works effectively in work groups with ability to maintain positive relationships with peers, contractors, superiors, customers and subordinates.
- Develop programs & objectives to meet general objectives outlined by Project.
- Team player with positive attitude.

- Strong customer service orientation and verbal communication skills.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

**Program Manager - Hydro; Nalcor (CFLCo, Menihek, Exploits, Bull Arm, IC Project,
Business Development)**

Location Information

Company:

Division:

Engineering Services

Department:

Section:

Subsection:

Location:

Organization Reporting

Direction Received:

Receives general direction from the Vice President, Engineering Services and exercises a high level of personal initiative and judgment in planning, organizing and directing the delivery of projects.

Direction Exercised:

Provides direction, business guidance, and advice to staff including professional engineers, project managers and project coordinators.

Job Description

Summary of Job Function:

The Program Manager is the key interface between Engineering Services and the other Nalcor lines of business (LOB). This role supports the LOB in all elements of the planning, design and execution of projects and the supply of technical and operating assistance from the appropriate discipline experts when needed. The primary focus of this position is to ensure the timely and cost-effective completion of the LOB's annual project execution program, and the role oversees the coordination of project teams and work execution in consultation with discipline leads and their teams, including the coordination of the preparation of budget proposals and long term project portfolios. Provides leadership to a diverse team and has broad management responsibility for the execution of projects. Responsible for managing the execution of larger more complex projects and for coordinating the management of projects executed by other Engineering Services Departments. Responsible for coordinating the preparation of budget proposals and long term project portfolios. 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 Engineering Services departments and with management of the various functional areas of the organization and to provide guidance, mentoring, coaching and performance feedback to a multi disciplinary team.

Principal Activities, Duties, and Responsibilities:

Provides leadership to staff to permit them to carry out the responsibilities of the department, which include:

1. Coordinating the preparation of multiyear project plans.
2. Facilitating the definition of project scope, cost estimates, schedule and

methodology.

3. Managing complex and large projects and coordinating and monitoring projects managed by others, to ensure on-time, on-budget delivery..
4. Coordinating and monitoring the execution of smaller and less complex projects which are managed by other Engineering Services Departments.
5. Preparing and maintaining master project schedules and financial reports by line of business.
6. Conducting project review meetings.
7. Assessing completed projects against goals and maintaining a database of project post implementation reviews. Disseminating lessons learned.
8. Monitoring all projects managed by Engineering Services and reporting on schedule, cost and progress to stakeholders.
9. Identifying, implementing and managing project changes.
10. Preparing, justifying and managing the operating budget for the Project Execution Department.
11. Providing 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.
12. Maintaining working relationships with management in the Engineering Services Division as well as other divisions and lines of business within Nalcor to ensure activities are undertaken in a manner that maximizes value to the Corporation.
13. Managing operational aspects of the department.
14. Acts as single point of contact for lines of business requiring project execution and technical/operational support.
15. Interacts closely with asset planning personnel in the operations groups to facilitate to development of long term asset plans.
16. Identifies project teams to deliver projects comprised of relevant disciplines (with operational resources as required) in consultation with team leads of engineering discipline teams.
17. Oversees the activities of project managers for specific projects and may personally manage projects for lines of business as appropriate.
18. Promotes the consistent use of best practice project management approaches.

Job Specifications

Education:

Graduation from a recognized university with a Bachelors Degree in Engineering; eligible for membership in PEGNL; completion of a recognized project management programme such as certification as a Project Management Professional, or equivalent training or experience; experience managing multidiscipline projects within an electric utility.

Experience:

Minimum of fifteen (15) years progressively responsible multidisciplinary engineering and project management experience in the electric utility industry.

Special Skills, Job Requirements, Working conditions, Etc.

Proficient in using Microsoft Office Suite, including Project, PowerPoint, Word and Excel. This is a senior project and engineering management position in a highly technical field. This position requires experience in electric utility design, project management,

construction and commissioning, proven project management skills combined with sound judgment and decision making skills; ability to think conceptually; organizational, interpersonal and communication skills, along with the ability to work in a team environment. Strong strategic thinking and problem solving skills are required, as are oral and written communication skills. This position requires a proven ability to provide leadership and accept responsibility in a highly technical environment. Worksite is normally an office environment, but the incumbent frequently must visit existing power generation, transmission and distribution facilities and construction sites.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

Real Properties Coordinator/Geomatics Lead**Location Information**

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

Organization Reporting**Direction Received:**

Receives general direction from the Manager, Transmission and Distribution. Level of supervision will vary depending on the assignment and the degree of expertise of the incumbent. The incumbent is expected to demonstrate a high level of independent initiative, sound judgement and technical expertise in carrying out their duties and responsibilities.

Direction Exercised:

The incumbent is self-directed; has the ability to manage and prioritize multiple concurrent projects, with a minimum of supervision in achieving objectives. Is expected to provide advice and guidance to Surveyors and Drafters. Provide direct supervision on a project to project basis to consultants, outside surveyors, land assessors, government agencies, NL Hydro surveyors, coop students, and temporary staff.

Job Description**Summary of Job Function:**

The incumbent will carry out a leadership role in the duties of Geomatics Lead and Properties Coordination, Specializing in the areas of geographic information systems (GIS) and real property management. The incumbent will be involved in the post processing of survey data, with a strong ability to acquire and process geospatial data. The incumbent is required to demonstrate a high level of independence, initiative, sound judgement, and technical expertise in carrying their duties and responsibilities, especially during the implementation of major work assignments. Directly coordinates surveyors site activities (both internal and external). Maintains continuous review of status of all projects assigned, coordinates interface between NL Hydro operations, internal departments, government agencies and contract personnel, to meet required deadlines. Personal contact with the general public, town councils, government agencies, law firms, contractors on land acquisitions, building leases, purchases, property inquiries permits, disputes, and encroachments on Nalcor properties. The incumbent will be the first point of contact with the corporation on property issues.

Principal Activities, Duties, and Responsibilities:

The incumbent provides leadership in the completion of activities related to the geomatics and land management/properties of the corporation.

This includes the following activities:

- Ensure work incorporates and complies with the Corporations Safety and Health Program and Environmental Management Programs.

- Receives and responds to inquiries (both verbal and written) from general public, all government agencies, municipalities, building developers, law firms on property issues.
- Keep aware of NL Hydros Environmental Policy and Guiding Principles and implement good environmental practises within the division.
- Responsible for locating (Registry of Deeds) and interpreting public records to determine ownership of property, using knowledge of property law.
- Examine, research and analyze property requests regarding existing and new ECNL property interests.
- Prepare applicable legal documentation for acquisition of title from the Crown for leases, licenses to occupy, grants, and easements. This activity requires close coordination legal counsel.
- Analysis and reconciliation of existing deeds, easements etc. for the process of payment.
- Responsible for the administration of land leases and easement budget.
- Prepare and monitor surveying budgets and schedule to effectively manage the Properties Business Unit.
- Register deeds, easements, and other documentation.
- Facilitate/complete reviews of property referrals and clearances, which may affect Nalcor Business. Ex Interdepartmental Land Use Committee (ILUC), Crown Lands, Canadian Hydrographic Services and towns/municipalities)
- Acquires and renews Crown Land tenures in support of Hydros operational requirements.
- Prepares documentation's for the expropriation processes using knowledge of the applicable legislation.
- Prepares recommendations for the purchase or sale of real property also the identifications and protection of property rights.
- Maintain a close working relationship with legal council regarding preparation, review and execution of applicable legal documents dealing with land title, easements, and leases. Ensures documentation is completed in accordance with Provincial laws and business standards.
- Provides survey data management and geospatial data analysis, for all departments throughout the Corporation, using up to date software.
- Provide regular process reports to project managers with respect to property acquisition and land title.
- Coordinate with department managers regarding the impact of land acquisition, title searches on work plans.
- Explore, analyze, and introduce new design concepts, solutions, or innovative methods for achieving the Corporations strategic objectives; relying on basic theory, first principles, and original ideas.
- Direct consultants in the completion of specific assignments, as well as, review and approve reports and data form consultants.
- Acts as project Manager on assigned projects.
- Provide support for LCP with respect to mapping and GIS services.
- Lead/manage projects related to GIS applications implementation and development.
- Utilize up to date GIS technology to meet the needs of ECNL.
- Responsible for building the GIS geodatabase with historical/legacy data as well as gathering, analyzing, interpreting, distributing and using geographical information.
- Hire and manage coop students and temporary staff involved in the development of GIS databases or other digital data compilations.
- Lead/manage internal and external survey personnel to ensure project completion.
- Maximize NL Hydros GIS capabilities through continuous process improvements.
- Manage and maintain NL Hydros GIS including; hardware and software requirements, end user training, setup, design, planning, organization and implementation.
- Provide documentation support in terms of maps, drawings and asset locations to the Engineering Services and Environmental Divisions.
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Job Specifications

Education:

The incumbent requires a Bachelor of Science degree (B. SC) in geography with a post graduate certificate in geographic information systems (GIS). Post secondary training in AutoCAD or Micro survey CAD would be a definite asset.

Experience:

A suggested minimum of 10 years of progressively responsible experience workings with an electrical utilities firm or knowledge of an electrical utilities business is required; with a minimum of 5 years experience in GIS and real property management.

The incumbent is required to have experience working with external departments such as Crown Lands, Environment and Conservation and the Government Services Center.

Special Skills, Job Requirements, Working conditions, Etc.

Communication skills are essential for inter-agency and public contacts.

The incumbent must possess excellent analytical and technical skills; be able to function in groups both internal and external which requires a proven ability to accept responsibility in a highly technical and public environment.

The incumbent will work primarily in an office environment; however, travel is required.

The incumbent is required to work in construction or industrial environments, and may be exposed to environments that are dirty, noisy, and potentially hazardous. Travel by airplane, helicopter, snowmobile, ATV, or boat will be required on occasion.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

Safety Lead - Project Execution and Technical Services**Location Information**

Company:
Division: Engineering Services
Department: Safety & Health
Section:
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

This position is a shared resource in a matrix organizational structure, and is operationally accountable to the designated managers in the Project Execution and Technical Services and functionally accountable to the Team Lead – Safety in the Corporate Safety Department. The Safety Lead provides oversight to all aspects of the company's Safety Management System (SMS) including the contractor management program. The position is expected to exercise a significant level of personal initiative and judgment in planning, organizing and controlling work activity.

Direction Exercised:

Provides oversight, leadership, technical support and direction within Project Execution and Technical Services Division for all contract, technical and capital scheduled work within Newfoundland and Labrador Hydro (NLH), Churchill Falls (CF), non-regulated hydro operations such as Exploits Generation (EG) and Menihek and other Nalcor lines of business as required.

Job Description**Summary of Job Function:**

- Provide coaching, direction and guidance to project managers, portfolio managers, and other safety leaders at the Divisional level with a view to ensuring that activities and programs are planned and conducted in a manner consistent with the company's Safety Management System, its Framework for Safety Excellence, and corporate priorities, policies, processes and standards.
- Establishes a field presence to provide coaching and supporting Project Managers, On-Site Representatives (OSR) and others involved in the work.
- Responsible to ensure contractor safety management is effectively applied through front end involvement in tender specifications and bid reviews, acting as a liaison with contractor management/safety personnel, field monitoring with and through Project Managers/On-Site Representatives, possible audits of contractor safety management systems and integration of contractor safety performance into Nalcor performance metrics.
- Ensure safety by design through front-end involvement in equipment/process design to ensure safety considerations are factored into project design, and by providing ongoing support to Project Managers and Technical Services people in this area.

Principal Activities, Duties, and Responsibilities:

- Leads and assists in the development of Corporate and Divisional level programs, processes and strategies which promote an interdependent safety culture.
- Promotes and ensures compliance with the company's Safety Management System, ensures the development

and maintenance of the required safety and technical standards and processes.

- Promotes and ensures compliance with other corporate processes, policies, and standards related to safety and health, including safety reporting, incident investigation, Nalcor's Safety Credo and Internal Responsibility System.
- Participate in and support project Management of Change analysis.
- Acts as the LOB representative on safety committees established with LOB partner organizations or with other external stakeholders;
- Performs or coordinates all activities related to the Nalcor Energy's Contractor Safety Management Program in relation to the establishment of tender specifications; contractor assessment and selection; the approval of contractor safety plans; and contractor reporting;
- Leads or participates in safety compliance and safety management system audits conducted either internally or with external partners;
- Tracks and reports all safety and health metrics at the Divisional level, including contractor statistics and generates subsequent reports.
- Prepare and maintain Divisional work plans for safety and health function.
- Reviews construction projects in the design state and related contracts for safety considerations.
- Coaches on accountability and measures compliance. Facilitates supports and drives change and program development to support high performance.
- Supports line management in using the company's Contractor Safety Management Program and performing contractor assessment and selection.
- Coaches project managers to ensure quality and competency requirements are met when approving contractor safety plans and personnel and to ensure contractor reporting requirements are being met.
- Assists project managers with monitoring contractors through physical site visits, inspections and other means to ensure compliance with approved safety plans; regulatory requirements; and Nalcor's safety programs and policies, including the timely completion of remedial actions assigned to contractors.
- Assists in identifying high risk activities and ensuring that appropriate work methods and procedures for mitigating or eliminating these risks are developed, implemented and maintained.
- Leads and assists in the completion of incident and near miss investigations, including root cause analyses where appropriate, and ensures that appropriate remedial actions are implemented, monitored, and completed as required.
- Acts as the Division's representative on key internal and external safety committees. Works closely with the corporate Safety and Health department to ensure alignment and that those obligations are being met.
- Assists in the effective co-ordination and delivery of all safety related activities within the Division.

Job Specifications

Education:

- University graduation with a Bachelor degree in Science, Engineering or Occupational Health and Safety; supplemented by additional training in Safety and Health Management Systems;
- Knowledge of OHSAS 18001 and the development of corporate programs and standards.
- Auditor training in OHSAS 18001.
- Certified incident investigation techniques (eg. TapRoot, SCAT, etc.)
- Must be certified, or eligible to be certified, as a Canadian Registered Safety Professional (CRSP).

Experience:

- Minimum of seven years progressively responsible experience in planning and executing field work and administering regulatory processes, complemented by meaningful experience and/or formal training in occupational health and safety.

§ Candidate should have loss prevention experience in areas such as: safety management system development and implementation, incident/injury prevention, safety in plant designs, hazard identification, qualitative and

quantitative risk analysis, safe operating procedures and standards, behavioral safety programs, and incident investigation.

§ Proficient in conducting Safety Management System auditing.

§ Detailed knowledge of safety legislation and technical industry standards.

· Competent in conducting risk assessments and training.

· Ability to travel periodically to various locations.

Special Skills, Job Requirements, Working conditions, Etc.

· Personal belief that zero injuries is achievable on a sustained basis.

· Demonstrated safety leadership.

· Strong interpersonal and communication skills to effectively interact with a variety of personnel, and other industry participants, both internal and external.

· Excellent teambuilding and influence skills, as well as a dedicated team player.

· Strong organizational, analytical and decision-making skills.

· Working knowledge in OHSAS standard 18001

· Strong written/verbal communication skills.

Ability to conduct effective safety training.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

Senior Market Analyst**Location Information**

Company:
Division: Engineering Services
Department: System Planning
Section: Economic Analysis
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

Direction and supervision is received from the Manager, Generation Planning and Rural Planning. The incumbent is expected to work independently.

Direction Exercised:

Supervises and provides direction to the Market Analyst to ensure section work is carried out in an effective manner and would be required to give direction and supervise temporary staff retained by the Section from time to time.

Job Description**Summary of Job Function:**

Provides the lead analytical role in the preparation of Hydro's operations load forecasts and long-term planning load forecasts. Collects and analyzes data and other information required to complete the major activities and responsibilities of the Department. Undertakes statistical analysis and economic research. Report writing as required on a broad range of energy and related matters, including general economic conditions.

Principal Activities, Duties, and Responsibilities:

Provides a lead role in the preparation of Hydro's operating load forecasts which includes:

- Maintenance of applicable databases and computer applications.
- Remaining abreast of operational issues affecting Hydro's larger industrial customers.
- Responsibility for Hydro's rural interconnected energy demand forecasts.

Provides a lead role in the preparation of Hydro's long-term planning load forecast. This includes:

- Maintenance and updating the econometric model data bases.
- Operation of the forecasting and econometric models.
- Testing the statistical soundness of the models.
- Investigation of alternative model formulations.
- Responsible for completion of load forecast documents.

Undertakes research into specific aspects of current practices in utility forecasting techniques.

Undertakes analysis and evaluation of conservation and load management initiatives, requires knowledge of benefit-costs analysis and related industry specific measures.

Undertakes general research into various energy related issues.

Conducts weather adjustment analysis of sales and peak data as required by the Company.

Provides a lead role in the preparation of Hydro's thermal fuel price forecast. Maintains applicable databases and computer applications.

Provides a lead role in the preparation of Hydro's corporate escalation forecast. Maintains applicable databases and computer applications.

Responsible for a continual update of data on the economic outlook including prices, income, population demographics, inflation, exchange rates, interest rates, GDP, etc., which are obtained from published data and private consulting firms and government departments. Must be prepared to respond to requests for the latest outlook for such variables within Hydro.

Gathers information to respond to miscellaneous requests from outside of Hydro, such as historical load growth and generation statistics.

Conducts general research and analysis and related support as required by the continuing operations of Hydro. Provides analytical support to the corporation in regulatory matters.

Provides statistical consulting to the Hydro group (e.g. survey sampling, load research etc)

Be aware of the Hydro Group's environmental policy and guiding principles, and Corporate objectives, targets and programs.

Participate in the Corporate Safety and Health Program involving: safety and health promotion; safety meetings; accident/incident investigations; and emergency preparedness.

Job Specifications

Education:

Undergraduate degree with a concentration in economics and/or statistics. Knowledge of econometrics and regression analysis is essential.

Experience:

Minimum of five years working experience in economic and statistical research and analysis. Knowledge of the Provincial economy and the electric power sector is desirable.

Special Skills, Job Requirements, Working conditions, Etc.

Proficiency in the use of business computer applications (spreadsheets, graphics, statistical, and word processing software). Familiarity with econometric modeling software is required. Workplace requires effective communication and report writing abilities.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

CLASSIFICATION: Senior Line Inspector

GENERAL DUTIES:

Performs a wide range of inspection duties during the construction or upgrading of wood pole or steel tower transmission, sub transmission lines and distribution lines. Monitors contractor's work method in pole and anchor installation, steel tower grillage installation, steel tower erection, structure framing and conductor stringing to ensure all aspects of construction conforms to specified standards. Performs inspection of structures for both hot line and cold line construction. Completes inspection reports for quantity and quality control as required. Holds hold-off. Holds work permit. May be required to supervise line inspectors and others. All other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

REQUIRED QUALIFICATIONS:

High school graduation and journeyperson certification as a line worker. Ability to read and understand line construction drawings and specifications for line construction and line upgrading projects. Sufficient surveying ability to check tower grillages for vertical and horizontal alignment. Shall have a thorough knowledge of all regulations and safety rules. Must possess an appropriate valid driver's license.

Survey Assistant**Location Information**

Company:
Division: Engineering Services
Department: Surveying & Properties
Section:
Subsection:
Location: St. John's

Organization Reporting**Direction Received:**

Receives general direction from the Real Properties Coordinator. Level of supervision will vary depending on the assignment and the degree of expertise of the incumbent. The incumbent is expected to demonstrate a high level of independent initiative, sound judgment and technical expertise in carrying out their duties and responsibilities.

Direction Exercised:

The incumbent will be directed by a surveyor but has the ability to manage and prioritize concurrent projects, with minimum supervision.

Job Description**Summary of Job Function:**

The incumbent will assist in the supervising and coordination the activities of field and office surveying functions. Will work with a professional land surveyor in the research of public records, conducting of land surveys, establishment of property rights / boundaries, and the preparation of maps, plan and legal descriptions.

Will work with a professional land surveyor to prepare drawings to stamped and sealed for property and legal surveys on behalf of the corporation in matters of conveyance of land titles, right of way easements, leases and fee title deeds between the corporation and both the private and public sector in compliance with the Association of Newfoundland Surveyors Act.

Carry out engineering surveys for engineering construction activities, data analysis and layout, dam monitoring program, and environmental monitoring of spill containment areas.

This position requires a commitment for travel to all of the corporation assets, which will require contact with the general public, town councils, contractors, with regard to property surveys.

Principal Activities, Duties, and Responsibilities:

The incumbent provides leadership in the completion of activities related to the survey and property requirements of the corporation.

This includes the following activities:

- Ensure work incorporates and complies with the Corporation's Safety and Health Program and Environmental Management Programs.
- Liaises and meets with the general public, customers, government agencies, municipalities, and building developers.

- Keep aware of NL Hydro's Environmental Policy and Guiding Principles and implement good environmental practices within the division.
- Research documentation for land title, easements, monument controls (Registry of Deeds) for interpretation of property ownership and location.
- Assist in the performing of Crown Land legal surveys under guide-lines established by the Provincial Crown Lands Department.
- Works with different sections of the corporation to determine the scope of survey work and plans the execution of the work.
- Supervises temporary personnel in office and field survey activities.
- Interact and work with Provincial Crown Lands, and other public and private associations for the transfer and input of survey corporate data and information.
- Prepares clear and comprehensive survey reports, for construction activities, such as building locations, transmission and distribution structures, paving limits, cut and fill quantities, and technical correspondences.
- Data collection and preparation for import into design programs such as PLS Cadd, micro-survey and Auto-Cadd.
- Performs monitoring and control surveys on Hydro's power dam sites for earth movement as required for the Dam Safety Board.
- Assist in the preparation of necessary budgets for the provision of survey services for major capital projects.
- Carry out and co-ordinate field surveys, including supervision of term and temporary field staff.

Job Specifications

Education:

Experience:

A minimum of five years of progressively responsible experience working with an electrical utilities firm or knowledge of an electrical utilities business.

The incumbent is required to have experience working with external departments such as Crown Lands, and the Government Services Center.

Special Skills, Job Requirements, Working conditions, Etc.

Communication skills are essential for inter-agency and public contacts.

The incumbent must possess excellent analytical and technical skills; be able to function in groups both internal and external, requires a proven ability to accept responsibility in a highly technical and public environment

The incumbent is required to travel and work for extended periods, which will require a commitment to work extended hours to avail of appropriate weather conditions and meet work schedules.

Work in construction and industrial environments, and may be exposed to environments that are dirty, noisy, and potentially hazardous. Travel by airplane, helicopter, snowmobile, ATV, or boat, will be required.

Personnel Information

Salary Grade:

Job Number:

Status:

Active

Surveyor**Location Information**

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

Organization Reporting**Direction Received:**

Works under the direction of the Senior Supervisor, Surveys.

Direction Exercised:

Supervises the work of field crews made up of term/temporary/casual employees.

Job Description**Summary of Job Function:**

Surveying is currently defined as a discipline aimed at managing geographic data by means of science and technology used to acquire, store, process, display and distribute them. The term survey is intended to include data required for engineering support and specifications required by Hydro and must be done in compliance with the Association of Newfoundland Surveyor's Act. Surveys must be done in a manner to meet Hydro's safety practices and Provincial and Federal Safety Regulations.

Principal Activities, Duties, and Responsibilities:

Works with "client" to determine the scope of the survey and plans the execution of the work.

Keep current on technical aspects of surveying, i.e.

- field survey using conventional equipment;
- electronic distance measuring equipment;
- data collecting equipment;
- geodetic positioning system (G.P.S) (static and real time kinematic);
- geographic information management and display using computer aided techniques;
- all the common projection systems and transformations between projections.

Prepares drawings such as plot plans, contours, profile, land use planning, etc.

Directs activities of survey crews in surveying duties in field and office.

Supervises field crews engaged in locating, cutting and surveying of transmission line centre line.

Stamps legal drawings as a member of the Association of Newfoundland Land Surveyors.

Complete duties assigned to the position as Safety Leader as identified in the Safety and Health Program, and Corporate Departmental Procedures.

Job Specifications

Education:

A candidate for admission to the Association shall obtain a baccalaureate degree from a survey program approved by the Board or pass such examinations as approved by the Board. Education, training and experience as required for registration as a Newfoundland Land Surveyor as prescribed in the Association of Newfoundland and Land Surveyors Act.

Experience:

Minimum of five (5) years experience in Transmission Line Engineering Surveys. Experience in performing legal surveys. Supervisory experience would be an asset.

Special Skills, Job Requirements, Working conditions, Etc.

Required to travel for extended periods. Required to work extended hours to avail of appropriate weather conditions and meet work schedules. Required to work under, sometimes, challenging conditions.

Personnel Information

Salary Grade:	HAY 10
Job Number:	
Status:	Active

Technical Services Co-ordinator - Mechanical**Location Information**

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

Organization Reporting**Direction Received:**

Reports directly to the Supervising Engineer, Mechanical but is expected to show a high degree of initiative.

Direction Exercised:

No direct supervisory responsibilities but is expected to provide advice and guidance to superintendents and supervisors with regard to mechanical systems. Required to supervise temporary trades personnel on construction projects as assigned.

Job Description**Summary of Job Function:**

Provides technical assistance to the management of the Transmission and Rural Operations Department in the 7 regions. Investigates operational problems as required by the Manager of Transmission and Distribution Support and Regional Superintendents. Prepares reports and alternatives solutions to technical problems. Instructs and assists the Regions' implementation of computer applications. Develops and implements commissioning procedures for rural operations. Provides on-site supervision and assistance to regions, as required for implementation of new procedures or technology. Acts as support person for mechanical system problems. Assists regions in specifying off-road equipment.

Principal Activities, Duties, and Responsibilities:

Co-ordinates the development and implementation of computerized monthly and weekly reporting of statistics such as computerized logs of power flow, voltage, flight usage, number of engines on line, and alarms as they occur.

Provides on-site supervision to temporary trades personnel for construction projects as assigned to maintain or modify existing mechanical systems.

Responsible for developing detailed commissioning checks before final acceptance by Operations of projects constructed by Engineering and Construction. Writes detailed deficiency lists, either himself or by sue of Regional operating staff.

Participates in writing, in conjunction with Regions and Engineering and Construction, of detailed operating procedures for mechanical systems as assigned.

Assists in research of technical material for solutions to both mechanical problems raised by Front Line Supervisors and Superintendents in Regions.

Assists Regional staff in conducting investigations of major and minor equipment breakdown. Writes reports on findings, complete with recommendations on equipment and procedure modifications.

Maintains current knowledge of and applies the Labour Agreement to employees directly supervised by him and Head Office and Regional staff temporarily assigned to him.

Participates in the preparation of Capital and Operating Budget by writing justifications for innovative technical equipment to modernize plant, reduce outages, maintain voltage and frequency of power delivered to customers.

Maintains up-to-date knowledge on equipment available and in use throughout North America and recommends application, where beneficial, to the economic delivery of reliable power to the customer, to our system.

Acts as the technical liaison person for the Maximo Maintenance System for the Regions; keeping abreast of the current status of the program and suggesting changes or modifications to the system. Assists in implementation of the program in the regions.

Co-ordinates acquisition of vibration data acquisition and analysis equipment and implementation of vibration analysis programs in the Rural Operations. Acts as support person for both the training programs and day to day operation of the systems.

Assists in the analysis of the critical parts required for the operation of the Roddickton Thermal Plant. Develops procedure for inventory control of the wood chip fuel at Roddickton for the purposes of internal and external audits.

Co-ordinates the annual review of the Stores minimum and maximum levels for all distribution materials. Assists in the analysis of present and projected levels of distribution materials based on usages, delivery and acquisition time schedules and stock safety levels. Makes recommendations to Materials Management for distribution materials levels based on this meeting.

Preparation of the wood chip tender documents and tender evaluation. Assists in the analysis of the wood chip fuel requirements based on the plant efficiencies and forecast load requirements.

Responsible for the review of the annual distribution transformer requirements and the requisitioning of the required transformers. Provides the tender evaluation calculations of the load losses and economic evaluations of the various options for all units. Co-ordinates all correspondence between the bidders and the Corporation with regard to shop drawings, delivery schedules and test certifications for all transformers.

Acts as on-line purchasing resource person through the use of the computerized purchasing system. Tracks the status of requisitions and purchase orders on the system as required.

Assists in the implementation of the corporate plant emergency organization and fire prevention program at the Roddickton Thermal Plant.

Assists in the implementation of necessary training programs for new mechanical equipment or processes.

Develops graphic presentations, using currently available software, for presentation of monthly operational reports, budget reports, personnel reports, and others as assigned.

Maintains up to date knowledge of all companies policies and procedures as well as the Standard Operating Code and ensures that they are adhered to by employees under his jurisdiction.

Fully participates in the Safety and Loss Control programs of Newfoundland and Labrador Hydro.

Job Specifications

Education:

High school graduation supplemented by minimum of 2 year technology course (mechanical or electrical) or equivalent.

Experience:

Minimum of 5 years experience in Mechanical or Electrical work including at least 2 years in Design or Construction Inspection in an engineering firm or department.

Special Skills, Job Requirements, Working conditions, Etc.

Good working knowledge of computer use for preliminary drafting, budget control and engineering calculations. Must have well developed skills in report writing and technical research for Operations.

Personnel Information

Salary Grade:	HAY 10
Job Number:	
Status:	Active

CLASSIFICATION: Technologist (Distribution)

GENERAL DUTIES:

Performs customer related investigations, including power quality problems, damage claims, high consumption and radio interference; spots customer service attachments; obtains easements; provides material lists for distribution service extensions and upgrading as per distribution engineering standards; responsible for the installation, testing and interrogation of single and polyphase revenue metering and distribution line and protection equipment; coordination/analysis of system load studies; conducts meter audits; provides technical direction to line crews and Distribution Field Representatives on distribution line design, distribution engineering standards and system problem solving; investigates and recommends modifications to correct system/customer voltage problems on distribution systems; updates distribution drawings; prepares job estimates for scope and cost and applies policy and procedure in the preparation of CIAC's and joint pole management documentation; corresponds with customers verbally and in writing regarding a wide range of policy and customer services related issues. All other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

REQUIRED QUALIFICATIONS:

High school graduation, successful completion of a two (2) or three (3) year electrical technology course from a recognized technical institute and either have completed the four (4) year training program established by the Corporation or have four (4) years experience as a technician in the discipline. Shall have a thorough knowledge of all regulations and safety rules. Must possess an appropriate valid driver's license.

CLASSIFICATION: Technologist (Electrical Design)

GENERAL DUTIES:

Assists with the preparation of design drawings for terminal stations, transmission and distribution line layouts and easements and protection and control schematics; conducts field inspections and surveys to obtain design information and to confirm installations are in accordance with design standards; performs ground resistance tests and adapts designs to suit site conditions; assists with the preparation of equipment specifications, the elevation of tenders and quotations and the administration of purchase requisitions, and with the expediting of material deliveries; assists with the preparation of project cost estimates and schedules for budget proposals and approved projects; assists with the development of engineering standards for designs and equipment. All other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

REQUIRED QUALIFICATIONS:

High school graduation, successful completion of a two (2) or three (3) year electrical technology course from a recognized technical institute and either have completed the four (4) year training program established by the Corporation or have four (4) years experience as a technician in the discipline. Shall have a thorough knowledge of all regulations and safety rules. Must possess an appropriate valid driver's license.

Should no applicants meet the above qualifications, consideration may be given to other

CLASSIFICATION: Technologist (Protection & Control)

GENERAL DUTIES:

Installs, tests, performs maintenance and modifications on all protective relaying, metering, instrumentation and control equipment associated with the provincial power grid, distribution systems and all generating systems, including electrical/electronic governors, excitation equipment, PLC's, etc.; involved in the commissioning of major system components and troubleshooting and the testing of system components and protection and control schemes; prepares drawings, material lists and cost estimates for new and modified installations; prepares, maintains and updates system and equipment drawings and retains records; all other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

REQUIRED QUALIFICATIONS:

High school graduation, successful completion of a two (2) or three (3) year electrical or electronic technology course from a recognized technical institute and either have completed the four (4) year training program established by the Corporation or have four (4) years experience as a technician in the discipline. Shall have a thorough knowledge of all regulations and safety rules. Must possess an appropriate valid driver's license.

Should no applicants meet the above qualifications, consideration may be given to other

CLASSIFICATION: Technologist (Drafter/CADD)

GENERAL DUTIES:

Carries out all activities related to the preparation and modifications to engineering design drawings using standard symbol libraries and menu structures in autocadd and rastercad software. Receives instruction from engineering design staff on drawing layout and content requirements. Performs design support functions in the form of dimensional checks, quality take-offs and interference checks in all design disciplines. Develops and modifies standard symbol libraries, autocadd software and troubleshoots hardware and software problems within the autocadd suite of applications. All other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

REQUIRED QUALIFICATIONS:

High school graduation, successful completion of a three (3) year architectural engineering technology course from a recognized technical institute and either have completed the four (4) year training program established by the Corporation or have four (4) years experience as a technician in the discipline. Shall have a thorough knowledge of all regulations and safety rules. Must possess an appropriate valid driver's license.

Should no applicants meet the above qualifications, consideration may be given to other applicants following an assessment of their technical skills and abilities.