

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

3 Page 7, lines 2-5 - Provide the employee job descriptions for each position within  
4 Nalcor's Environmental Services department in 2013.

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7 A. Table 1 outlines the positions within Nalcor's Environmental Services Department in  
8 2013 that charge time to Hydro. PUB-NLH-245, Attachment 1 contains a copy of  
9 each job description.

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**Table 1**

Position
Environment, Health and Safety Specialist
Manager, Environmental Services

**Environment, Health and Safety Specialist****Location Information**

**Company:**  
**Division:** Human Resources & Organizational Effectiveness  
**Department:** Environmental Services  
**Section:** Environmental Services  
**Subsection:**  
**Location:** St. John's

**Organization Reporting****Direction Received:****Direction Exercised:****Job Description****Summary of Job Function:**

This position is HROE's single point of contact for Nalcor Energy - Oil and Gas, Bull Arm, and the Exploits and Menihek generation assets. In this role, the incumbent will assess the needs of these lines of business relating to environmental and safety issues, perform gap analysis, and develop gap closure plans where gaps are identified. The incumbent also either provides direct service and support to these operations or coordinates the delivery of these services through other personnel in the Environmental Services and Safety and Health departments. As a shared resource in a matrix organizational structure, this position is operationally accountable to the appropriate designated managers in the Strategic Planning and New Business Division, and to the Manager of Oil and Gas, and to the Managers of Environmental Services and Safety & Health from a function/corporate perspective. Administratively the incumbent reports to the manager of Environmental Services.

**Principal Activities, Duties, and Responsibilities:****Environmental Services**

- Prepares environmental assessment documents, environmental protection plans, contract clauses, and other communication tools designed to address environmental protection at operating and construction sites; prepares reports related to environmental investigations; provides information and training to other Hydro employees sufficient to enable them to implement appropriate environmental protection measures associated with their activities;
- Communicates with line of business (LOB) personnel on environmental responsibilities, and assesses corporate activities and facilities related to compliance with government legislation and standards.
  - Inspects construction and operations areas and company facilities, and reviews company plans, activities and procedures, to ensure compliance with permits approvals, government regulations, and approved company commitments, and to identify potential conflicts.
  - Negotiates with regulatory agencies on possible solutions to environmental problems and compliance requirements;
  - Coordinates compliance monitoring in conjunction with government agencies.

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- Prepares and maintains environmental contingency plans for marine and land based facilities, including LOB's Environmental Emergency Response Plans, and reviews contract documents and develops appropriate environmental protection clauses.
- Undertakes environmental planning primarily through the provincial and federal environmental assessment processes to ensure a minimum of adverse environmental impacts as a result of proposed projects and receives clearance for projects with minimal cost and schedule implications for the LOB's.
- Prepares reduction, reuse recycling programs to optimize effective use of renewable and non-renewable natural resources.
- Participates in applied research and environmental effects monitoring programs, often in partnership with other stakeholders, to improve the LOB's understanding of the impact of their activities on the natural environment and of mitigation measures used in order to improve future decision-making and activities.
- Promotes and ensures compliance with the company's Environmental Management System and with other corporate policies, standards and processes.
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### Safety and Health

- Promotes and ensures compliance with the company's Safety Management System, and ensures the development and maintenance of the required standards and processes at the line of business/divisional level.
- Promotes and ensures compliance with other corporate processes and policies related to safety, including safety reporting and Nalcor's Safety Credo and Internal Responsibility system.
- 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.
- Performs or coordinates all activities related to the company'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.
- Monitors contractors through physical sites visits, inspections and other means to ensure compliance with approved safety plans; regulatory requirements; and Nalcor's safety programs and policies, as well as the timely completion of remedial actions where required.
- Assists in the completion of incident and near miss investigations, including root cause analyses where appropriate, and ensures that appropriate remedial actions are implemented as required.
- Acts as the company representative on external safety committees established with Nalcor's Oil and Gas partners or with other external stakeholders.
- Leads or participates in safety compliance and safety management system audits conducted either internally or with external partners.
- Coordinates or provides safety-related training to employees as required.

### Job Specifications

#### Education:

Completion of a bachelors degree in Science (biological, earth, or environmental) or other relevant technical discipline.

#### Experience:

A minimum of 7 years experience planning and executing field work and administrating regulatory processes, complemented by meaningful experience and/or formal training in occupational health and safety. Must be certified, or eligible to be certified, as a Canadian Registered Safety Professional (CRSP)

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

**Personnel Information**

**Salary Grade:**

**Job Number:**

**Status:**

Active

**Manager, Environmental Services****Location Information**

**Company:** Newfoundland & Labrador Hydro  
**Division:** Human Resources & Organizational Effectiveness  
**Department:** Environmental Services  
**Section:** Environmental Services  
**Subsection:**  
**Location:** St. John's

**Organization Reporting****Direction Received:**

General Policy and Administrative Direction received from the Vice President Human Resources and Organizational Effectiveness.

**Direction Exercised:**

Directly coordinates the activities of Environmental Specialists and Environmental Coordinators

**Job Description****Summary of Job Function:**

The Manager, Environmental Services is responsible for the planning, organizing, directing and managing the Environmental Services processes and functions for the Hydro Group of Companies. The position provides overall leadership for the development and implementation of Environmental Management Systems within the Hydro Group, as well as leading Environmental Services activities relating to New Developments and Regulated Operations.

The Manager leads the Department's involvement in the Corporate Safety and Health program, Corporate strategic planning processes and internal and external communications on environmental programs and activities.

**Principal Activities, Duties, and Responsibilities:**  
**Reporting**

Preparation or review of all environmental documentation submitted to environmental agencies, the media, external stakeholders and internal clients. This includes formal and informal reports related to environmental performance, environmental policy, commitments, legislative compliance and other issues as designated.

**Environmental Assessment**

Assessment of actual or predicted environmental impacts of the Hydro Group's proposed or current activities, operations, and past practices on the natural environment, and recommends ways to mitigate these impacts.

**Environmental Auditing**

Determination of the extent of compliance of the Hydro Group and its agents with obligations, commitments and commonly accepted industry practices, and conformance of environmental management systems to the accepted standard.

### **Standard Setting**

Defining performance standards for the Hydro Group, which clarify the environmental policy and guiding principles. Coordinating implementation of the Hydro Group's environmental management systems.

### **Tracking of Legislation and Issue Development**

Active tracking the evolution of new legislation and emerging environmental issues, management techniques and technologies and coordination of communication with external and internal groups involved.

### **Environmental Services to Regulated Operations, Engineering and Others**

Management of environmental tasks and assistance requested by operational and service departments to support them in the execution of their responsibilities.

### **General**

Identifies work activities associated with the provision of service to client groups and the fulfilment of the Environmental Services Department's mandate.

Delegates activities to staff and manages the completion of the activities.

Defines priorities for staff to ensure timely and appropriate use of staff resources.

Prepares budget proposals for funds to conduct environmental activities and manages the expenditure of approved funds.

Monitors the technical aspects of environmental services to ensure that it is maintained at an acceptable quality.

Undertakes specific duties and responsibilities identified in Corporate and Services Environmental Management System Manuals associated with the Department or the position.

Develops programs to implement Environmental Services Department mandate.

Identifies research and study needs related to Corporate activities and plans.

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

## **Job Specifications**

### **Education:**

Graduate training at least to the Masters level in environmental studies or one of the physical or life sciences relevant to environmental management is desirable. However, a Bachelors degree and an exceptional work history could reduce this requirement.

**Experience:**

Ten years of relevant work experiences, five years of which must have been in a relatively senior position.

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

The position requires well developed written and oral communications skills. And an ability to work effectively with people with a diversity of opinion and experience. The incumbent will have to manage a wide diversity of environmental issues and so must be knowledgeable in a wide range of technical and scientific disciplines. Management skills to deploy human, financial, and material resources are essential. The incumbent must possess a good working knowledge of computers with appropriate awareness of corporate applications as necessary.

**Personnel Information**

**Salary Grade:** HAY 15

**Job Number:**

**Status:** Active