

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

3 Page 7, lines 2-5 - Provide the number of employees and the job descriptions for  
4 any individuals employed by Hydro or any of its affiliates in 2013 in positions similar  
5 to those of the individuals in Nalcor's Environmental Services department.  
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8 A. Table 1 outlines the positions and number of employees (by FTEs) employed by  
9 Hydro in the Environmental Services Department in 2013 and of those Hydro  
10 affiliates who charged time to Hydro. PUB-NLH-246, Attachment 1 contains a copy  
11 of each job description.  
12  
13

**Table 1**

Position	# FTE
Administrative Assistant	1
Environmental Coordinator	3
Environmental Specialist (Environmental Management Systems)	1
Environmental Specialist (Pollution Prevention)	2
Environmental Specialist (Project Execution)	1
Co-op Student <sup>1</sup>	0.3

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<sup>1</sup> A job description is not available for co-op students.

## Administrative Assistant

### Location Information

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

### Organization Reporting

#### Direction Received:

Receives general direction from the Director of Environmental Services & Properties in carrying out day-to-day administrative work; works closely with Manager of Environmental Services, Senior Supervisor, Surveys and the Real Estate Specialist. The incumbent is expected to exercise a significant level of personal initiative and judgement in carrying out assigned tasks and must be able to adapt and work within a challenging and constantly changing environment.

#### Direction Exercised:

N/A

### Job Description

#### Summary of Job Function:

The incumbent is responsible for performing all administrative support duties, including typing, filing, receptionist duties, etc; performing other clerical duties such as using spreadsheets, organizing meetings, booking travel, and coordinating timesheet preparation, etc; attending meetings and recording minutes; providing support in preparing/coding PO's, invoices, expense forms, etc; reviewing monthly budgets and flagging for variances for management review; using scanning equipment, preparing presentations with graphic tools/software; researching on the internet and performing other technical tasks to ensure that the Environmental Services & Properties 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, reports, papers, etc and proofreads all complete work, ensuring formats are correct.
2. Prepares routine draft memo's, correspondence on behalf of Environmental Services & Properties staff as appropriate.
3. Is responsible for all filing, and the management and maintenance of the filing system.
4. Updates Environmental Services & Properties workplans, in conjunction with the workplan owner, using Microsoft Project.
5. Provides administrative assistance to other staff as required.

6. Receives, opens and sorts all mail for the Environmental Services & Properties department.
7. Is responsible for maintaining Management Reading files and the circulation of same, including general correspondence to all Environmental Services & Properties staff.
8. Acts as the receptionist for Environmental Services & Properties, both internally and externally.
9. Is responsible for the collection and final preparation of the monthly reports and submissions for Management Committee papers.
10. Arranges travel for staff, including all air, car and hotel reservations.
11. Assists with the development of capital and operating budget documentation.
12. Ensures appropriate business unit coding and approvals have been applied to paperwork, including PO's, invoices, expense items, etc.
13. Attends Environmental Services & Properties selected meetings and records minutes.
14. Prepares presentations/flow charts etc. using PowerPoint and Microsoft Visio software.
15. Updates Environmental Services & Properties databases and is proficient with Lotus Notes.
16. Maintains records of the Environmental Services and Properties Environmental Management Programs in the corporate filing system.
17. Actively supports the Corporations and the Services Area Environmental Management System.
18. Maintains documents and records related to Environmental Services and Properties responsibilities identified in Corporate and Services Management Area Environmental Management Systems.
19. Carries out other duties as assigned.

### **Job Specifications**

#### **Education:**

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

#### **Experience:**

Three years experience in the secretarial field. 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, work processing, spreadsheet/database software and project management software.

Must be proficient in Excel, Word, PowerPoint, Microsoft Project, and Visio integrating text, graphics, and tables between software packages.

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

**Personnel Information**

<b>Salary Grade:</b>	HAY 05
<b>Job Number:</b>	740-55
<b>Status:</b>	Active

## Environmental Co-ordinator

### 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:

Receives direction and supervision from the Manager, Environmental Services.

#### Direction Exercised:

This position does not involve direction or supervision of other personnel.

### Job Description

#### Summary of Job Function:

Carries out environmental sampling and analysis, and inspections of construction and operational activities and facilities. Prepares reports on the results of sampling and inspection activities. Prepares applications for environmental approvals and permits and undertakes inspections related to compliance with any conditions of such approvals and permits. Maintains Departmental data bases to facilitate information retrieval and undertakes data analysis under the direction of the user.

#### Principal Activities, Duties, and Responsibilities:

In cooperation with Hydro personnel, prepares applications for approval of Hydro's normal activities by appropriate regulatory agencies and follows-up as necessary to ensure prompt government review. Types of activities requiring approvals include, but are not limited to, changes to fuel storage systems, effluent control systems, pesticide application programs, and work in or near water bodies.

Co-ordinates with appropriate Hydro personnel, and undertake inspections of construction and operations work areas, to determine compliance with permits, approvals, regulations, and approved Hydro commitments, and prepares reports on the results of the inspections.

Maintains familiarity with the details of environmental legislation, regulations, guidelines and standards.

Maintains and updates Environmental Emergency Response Plans for Corporate facilities.

Prepares and maintains records of environmental indicators, environmental data sets, and environmental commitments register.

Undertakes environmental sampling programs, coordinates analysis of samples and prepare data suitable for presentation in reports.

Undertakes environmental site assessments of selected properties appropriate to evaluate Corporate environmental risks and liabilities.

Drafts environmental protection plans.

Provides support for internal environmental awareness and training programs including those related to environmental emergency response, transport, storage and handling of environmental contaminants, and environmental protection measures for construction activities.

### **Job Specifications**

#### **Education:**

Graduation from a three year Environmental Technology or Engineering Technology Program is a minimum. Completion of university courses in the natural sciences would be an asset.

#### **Experience:**

Experience with environmental legislation, environmental sampling techniques, equipment and procedures, and environmental report writing are preferred. Must have five years working experience or an equivalent combination of experience and training.

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

Must be capable of working independently and must be physically capable of undertaking field work programs. An ability to work within groups involving various disciplines would be an asset.

### **Personnel Information**

<b>Salary Grade:</b>	HAY 09
<b>Job Number:</b>	
<b>Status:</b>	Active

**Environmental Specialist – Environmental Management Systems****Location Information**

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

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

Under the general direction of the Manager, Environmental Services, this position is responsible for the coordination of environmental planning and implementation associated with development and maintenance of environmental management systems in Nalcor Energy. The position is expected to exercise a significant level of personal initiative and judgment in planning, organizing and controlling work activity.

**Direction Exercised:**

Provides direction to Environmental Coordinators assisting in completing work programs. Also provides advice to operating system and project execution personnel pertaining to environmental legislative requirements.

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

This position acts as the Environmental Services Department's lead with responsibility for development and maintenance of EMSs consistent with the ISO 14001 standard, or similar standard adopted by Nalcor Energy. The position also acts as the Environmental Service Department's lead with responsibility for development and implementation of environmental compliance audit processes in Nalcor Energy. The incumbent will also provide environmental services relating to areas of applicable knowledge and expertise to all Nalcor Energy Lines of Business as delegated by the Manager, Environmental Services.

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

§ § Develops processes and procedures in conjunction with facility and line of business personnel to facilitate development, implementation and maintenance of environmental management systems consistent with the ISO 14001 standard, or similar standard adopted by Nalcor Energy;

§ Provides direction and advice to individual environmental management system Management Representatives relating to the implementation and maintenance of environmental management systems and programs;

§ Performs the role of Management Representative and ensures that an environmental management system for the Services Management Area is established, implemented and maintained in accordance with the requirements of the ISO 14001 Standard;

§ Provides regular reports to top management of the Services Management Area on the performance of the Services Environmental Management System for review, including recommendations for improvement.

- § Provides administrative oversight for the application of the environmental targets electronic database and the audit management applications database;
- § Undertakes environmental management system gap analysis for new lines of business relating to environmental management system requirements applicable to their operations and provides advice and assistance on gap closure plans;
- § Undertakes reviews of proposed or updated federal and provincial environmental legislation relating to environmental aspects of new lines of business activities and facilities and provides reports and analysis and advice to lines of business relating to compliance issues and requirements;
- § Develops annual plans in conjunction with facility and line of business personnel for environmental compliance audits, internal environmental management system audits and external ISO 14001 certification audits for Nalcor Energy lines of business consistent with applicable internal and external policies and standards;
- § Proposes annual budgets for environmental compliance audits, internal and external environmental management system audits and other position requirements and manages implementation of approved budgets.
- § Acts as the lead auditor, or auditor, for environmental compliance audits and internal environmental management system audits;
- § Develops the scope and audit plan in conjunction with senior facility and line of business personnel to facilitate implementation and execution of annual environmental compliance audits throughout Nalcor Energy's lines of business;
- § Supervises assigned Environmental Coordinator positions;
- § Prepares reports related to environmental investigations and environmental compliance audits;
- § Provides information and training to other Nalcor Energy's lines of business employees sufficient to enable them to implement appropriate environmental protection measures and maintain compliance with applicable legal and other requirements associated with their activities;
- § Prepares the annual Environmental Performance and Sustainable Electricity Program reports for Nalcor Energy's lines of business;
- § Coordinates environment week activities throughout Nalcor Energy's lines of business;
- § Identifies and coordinates data acquisition mechanisms for tracking selected environmental performance indicators;
- § Acts as Nalcor Energy's representative on selected Canadian Electricity Association and Canadian Hydropower Association task groups, or other external committees involved in consultations and lobbying on environmental issues of interest to Nalcor Energy;
- § Communicates with line of business personnel on environmental responsibilities, and assesses corporate activities and facilities related to compliance with government legislation and standards;
- § 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;  
§ Manages contracts and consultants engaged to provide assistance with position responsibilities;  
§ Promotes and ensures compliance with the company's Environmental Management System and with other corporate policies, standards and processes.  
§ Provides environmental services relating to areas of applicable knowledge and expertise to all Nalcor Energy Lines of Business as delegated by the Manager, Environmental Services;  
§ Works in accordance with Health and Safety Policies and Procedures and strives to eliminate any potential risk which could result in personal injury or occupational illness;  
§ Participates in the Corporate Strategic Planning process and the development of objectives, strategies, and work plans to support the Strategic Plan.  
§ Acts as the Environmental Services representative in environmental emergency response and corporate emergency response events providing advice to commander center personnel and on scene commanders relating to environmental sensitivities and regulatory requirements.

### **Job Specifications**

#### **Education:**

A post-secondary education to at least a Bachelor of Science degree level in biological, earth, or environmental science. Graduate training (to M.Sc. level) is desirable. Training in environmental management systems and environmental auditing processes would be an asset.

#### **Experience:**

Experience with environmental legislation, and in implementing environmental management system and environmental auditing processes. A minimum of seven years progressively responsible experience with B.Sc., and five years with a M.Sc. Supervisory experience would be an asset.

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

Knowledge of electricity industry, both construction and operation, is desirable. Knowledge of environmental literature and issues are important. A considerable amount of field work and travel can be involved. Incumbent must have excellent verbal and written communication skills. EP (CEA), Environmental Professional (Certified Environmental Auditor) designation would be an asset.

### **Personnel Information**

**Salary Grade:**

**Job Number:**

**Status:**

Active

**Environmental Specialist – Pollution Prevention****Location Information**

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

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

Under the general direction of the Manager, Environmental Services, this position is responsible for the coordination of environmental contamination, pollution prevention and environmental emergency response programs in Nalcor Energy. The position is expected to exercise a significant level of personal initiative and judgment in planning, organizing and controlling work activity.

**Direction Exercised:**

Provides direction to Environmental Coordinators assisting in completing work programs. Also provides advise to operating system and project execution personnel pertaining to environmental legislative requirments

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

This position acts as the Environmental Services Department's lead with responsibility for development and maintenance of environmental site assessment, pollution prevention and emergency response programs. The position also acts as the Environmental Service Department's lead with responsibility for coordination of air emission, waste management and vegetation control programs. The position works closely with Operations and Project Execution and Technical Services personnel to support projects and annual work programs. The incumbent will also provide environmental services relating to areas of applicable knowledge and expertise to all Nalcor Energy Lines of Business as delegated by the Manager, Environmental Services.

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

- § § Develops processes and procedures in conjunction with facility and line of business personnel to facilitate implementation of environmental site assessment programs by Nalcor Energy;
- § Develops processes and procedures in conjunction with facility and line of business personnel to facilitate implementation of pollution prevention programs by Nalcor Energy;
- § Develops processes and procedures in conjunction with facility and line of business personnel to facilitate implementation of waste management programs by Nalcor Energy;
- § Provides training to Nalcor Energy personnel relating to pollution prevention, environmental emergency response, and waste management.
- § Develops processes and procedures in conjunction with facility and line of business personnel to facilitate

implementation of environmental emergency response programs by Nalcor Energy;

§ Develops processes and procedures in conjunction with facility and line of business personnel to facilitate implementation of air emission assessment and control programs by Nalcor Energy;

§ Develops processes and procedures in conjunction with facility and line of business personnel to facilitate implementation of environmentally hazardous materials management, including, PCBs and pesticides, by Nalcor Energy;

§ Develops budget estimates for aspects of annual Departmental budget respecting environmental site assessment, pollution prevention, waste management and environmental emergency response programs and manages implementation of approved budgets for such programs.

§ Prepares reduction, reuse, recycling programs to optimize effective use of renewable and non-renewable natural resources.

§ Undertakes reviews of proposed or updated federal and provincial environmental legislation relating to environmental aspects of line of business activities and facilities and provides reports and analysis and advice to lines of business relating to compliance issues and requirements.

§ 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;

§ Prepares annual air emission reports for Nalcor Energy lines of business.

§ Prepares annual reports relating to selected pollution prevention and waste management areas of concern for Nalcor Energy lines of business.

§ Prepares reports for submission under federal and provincial legislative requirements relating to air emissions, spills and leaks of environmental contaminants, pollution prevention and waste management at Nalcor Energy facilities;

§ Identifies and coordinates data acquisition mechanisms for tracking selected environmental performance indicators.

§ Acts as Nalcor Energy's representative on selected Canadian Electricity Association and Canadian Hydropower Association task groups, or other external committees and associations involved in consultations and lobbying on environmental issues of interest to Nalcor Energy;

§ Communicates with line of business personnel on environmental responsibilities, and assesses corporate activities and facilities related to compliance with government legislation and standards.

§ 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.

§ Manages contracts and consultants engaged to provide assistance with position responsibilities, and other environmental initiatives.

§ Manages safety aspects of contracts and work performed by contractors to provide assistance with position responsibilities to ensure compliance with Nalcor specified safety requirements and other safety related expectations that may be identified.

§ Promotes and ensures compliance with the company's Environmental Management System and with other corporate policies, standards and processes.

§ Provides environmental services relating to areas of applicable knowledge and expertise to all Nalcor Energy Lines of Business as delegated by the Manager, Environmental Services.

§ Works in accordance with Health and Safety Policies and Procedures and strives to eliminate any potential risk which could result in personal injury or occupational illness.

### **Job Specifications**

#### **Education:**

Post-secondary education to at least a Bachelor of Science degree level in biological, earth, or environmental science. Graduate training (to M.Sc. level) is desirable. Training in environmental site assessment and environmental modeling processes would be an asset.

#### **Experience:**

Experience with environmental legislation, and in planning and executing environmental site assessment and environmental modeling studies. Minimum of seven years progressively responsible experience with B.Sc., and five years with M.Sc.

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

Knowledge of electricity industry, both construction and operation, is desirable. Knowledge of environmental literature and issues important. A considerable amount of field work and travel can be involved. Incumbent must have excellent verbal and written communication skills.

### **Personnel Information**

**Salary Grade:**

**Job Number:**

**Status:**

Active

**Environmental Specialist – Project Execution****Location Information**

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

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

Under the general direction of the Manager, Environmental Services, this position is responsible for the coordination of environmental planning and implementation associated with capital and operating projects having environmental impact potential. The position is expected to exercise a significant level of personal initiative and judgment in planning, organizing and controlling work activity.

**Direction Exercised:**

Provides direction and supervision to Environmental Coordinators.

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

This position acts as the Environmental Services Department's single point of contact for capital and operating project execution. In this role, the incumbent will develop and implement processes in conjunction with Project Execution personnel to assure coordination and implementation of environmental assessment, protection, monitoring and reporting requirements at all stages of project execution. The incumbent will also provide environmental services relating to areas of applicable knowledge and expertise to all Nalcor Energy Lines of Business as delegated by the Manager, Environmental Services.

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

§ Develops processes and procedures in conjunction with Project Execution personnel to facilitate implementation of environmental assessment, protection, monitoring and reporting requirements associated with capital project planning and implementation.

§ Develops and implements environmental monitoring and inspection planning for annual capital works programs in Nalcor Energy lines of business.

§ Supervises Environmental Coordinator positions involved in capital works monitoring and inspection programs.

§ 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 personnel on environmental responsibilities, and assesses corporate activities and facilities related to compliance with government legislation and standards.

§ 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.

§ Participates in applied research and environmental effects monitoring programs, often in partnership with other stakeholders, to improve the LOBs' 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;

§ Acts as Nalcor Energy's representative on selected Canadian Electricity Association and Canadian Hydropower Association task groups, or other external committees involved in consultations and lobbying on environmental issues of interest to Nalcor Energy;

§ Prepares and maintains environmental contingency plans, including environmental emergency response plan(s) for capital and operating projects;

§ Manages contracts and consultants engaged to provide assistance with position responsibilities.

§ 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 LOBs.

§ Prepares reduction, reuse, recycling programs to optimize effective use of renewable and non-renewable natural resources.

§ Identifies and coordinates data acquisition mechanisms for tracking selected environmental performance indicators.

§ Promotes and ensures compliance with the company's Environmental Management System and with other corporate policies, standards and processes.

§ Provides environmental services relating to areas of applicable knowledge and expertise to all Nalcor Energy Lines of Business as delegated by the Manager, Environmental Services.

§ Works in accordance with Health and Safety Policies and Procedures and strives to eliminate any potential risk which could result in personal injury or occupational illness.

### **Job Specifications**

#### **Education:**

Post-secondary education to at least a Bachelor of Science degree level in biological, earth, or environmental science. Graduate training (to M.Sc. level) is desirable.

#### **Experience:**

Experience with environmental legislation, and in planning and executing regulatory environmental impact assessment processes and environmental studies. Minimum of seven years progressively responsible experience with B.Sc., and five years with M.Sc. Supervisory experience would be an asset

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

Knowledge of electricity industry, both construction and operation, is desirable. Knowledge of environmental literature and issues important. A considerable amount of field work and travel can be involved. Incumbent must have excellent verbal and written communication skills.

**Personnel Information**

**Salary Grade:**

**Job Number:**

**Status:**

Active