

1 Q. **2013 General Rate Application, Intercompany Transaction Costing Guidelines –**
2 **Exhibit 8**
3 Page 8, lines 1-3 - 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 Supply Chain Management department.

6
7
8 A. Table 1 outlines the positions relating to Supply Chain Management who are
9 employed by Hydro in 2013 and of those Hydro affiliates who charged time to
10 Hydro. PUB-NLH-266, Attachment 1 provides a copy of each job description.

11
12 **Table 1**

| Position | # FTE |
|--|-------|
| Administrative Assistant ¹ | 0.5 |
| Building Custodian | 1 |
| Buyer | 4 |
| Driver Clerk | 1 |
| Materials Control Clerk | 3 |
| Materials Superintendent | 1 |
| Office Clerk | 1 |
| Office Services Clerk | 3.4 |
| Office Services/Stock Clerk | 2 |
| Purchasing Clerk | 2.7 |
| Receptionist/Switchboard Operator | 1 |
| Senior Office Services Clerk | 1 |
| Summer Student ² | 0.2 |
| Supervisor Hydro Place Operations and Transportation | 1 |
| Team Lead Asset Management & Administration | 1 |
| Team Lead Procurement | 1 |
| Transportation Officer | 1 |

¹ A job description is not available for this temporary position.

² A job description is not available for summer students.

CLASSIFICATION: Building Custodian

GENERAL DUTIES:

Operates and monitors building computer controlled HVAC systems and other equipment and systems used in the normal day-to-day running of the facility. Performs multi-trade preventative maintenance and mechanical, electrical plumbing and architectural repairs within the building and performs other maintenance and cleaning duties as assigned. 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 either an industrial electrician, plumber or mechanic (millwright or refrigeration/hv), one (1) year experience in the trade following certification and a working knowledge of other trades. Shall have a thorough knowledge of all regulations and safety rules. Must possess an appropriate valid driver's license.

CLASSIFICATION: Buyer

DUTIES:

Reviews requisitions and contract tender documents for commercial requirements, determines source, analyses quotations and tenders, selects suppliers, issues orders, and works with vendors to execute contracts.; works with the computerized purchasing system and ensures administrative and legal requirements are met; ensures policies, procedures, agreements and legislative requirements are adhered to; liaises with department officials, suppliers and other groups as required. All other duties related to or associated with this classification.

QUALIFICATIONS:

High school graduation supplemented by the successful completion of year two of the PMAC Supply Chain Management Professional accreditation Program, or successful completion of the PMAC Supply Management Training Program, or Level III of the PMAC Principles accreditation program, or successful completion of a minimum two (2) year diploma program in business management from a recognized post-secondary institution,, and have completed at least 50% of the PMAC educational requirements. All education requirements to be supplemented by a minimum of two (2) years related purchasing experience including at least one (1) year at the buyer level in an industrial or utility environment. Must have a working knowledge of computerized purchasing systems and the Microsoft Suite of Applications as well as good oral and written communication skills.

CLASSIFICATION: Driver Clerk

GENERAL DUTIES:

Operates and upkeeps automotive equipment used in the pickup and delivery of mail, materials, messages and personnel; assists in the day-to-day operation of a fleet pool of vehicles by carrying out minor repairs and or inspections of vehicles; may be required to perform clerical work including filing and vehicle reports; will be required to lift and carry heavy objects; assists with daily routine inspections on vehicles; 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. Must have a working knowledge of vehicle maintenance and associated problems. A valid class 03 driver's license and present a motor vehicle abstract from the department of motor registration and a certificate of conduct from the R.N.C.

CLASSIFICATION: Materials Control Clerk

GENERAL DUTIES:

Works with the computerized Materials Management system to perform control functions including the ordering and replenishment of stocked and non-stocked materials to support the Goods and Services process. Processes releases for blanket orders and makes contact with vendors via email/fax. Transfers materials from central stores to the satellite locations. Assigns stock numbers and formats descriptions as per standard formatting on all new items to be set up in inventory for the Hydro Group. Reviews and recommends changes to item descriptions to maintain consistency and maintains appropriate levels of stocked materials. Participates in inventory counts. Maintains proper records and coordinates the receiving and issuing of consignment materials. 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 a two (2) year diploma program in business management or equivalent program from a recognized post secondary institution or completion of a one (1) year business administration program and completion of PMAC Level I, APICS or equivalent and one (1) year warehousing experience in an industrial or utility environment. Must have working knowledge of computerized inventory systems and the Microsoft Suite of Applications. Must possess good oral and written communication skills. Shall have a thorough knowledge of all regulations and safety rules. Must possess an appropriate valid driver's license.

Materials Superintendent

Location Information

| | |
|--------------------|-------------------------------|
| Company: | Newfoundland & Labrador Hydro |
| Division: | Finance |
| Department: | Supply Chain Management |
| Section: | Materials Control |
| Subsection: | |
| Location: | St. John's |

Organization Reporting

Direction Received:

Receives general direction in terms of corporate strategic directions and objectives from the Director - Materials Management & Administration. Exercises a high level of personal initiative and judgment in planning, organizing and directing the materials supply process activities of the Hydro Group.

Direction Exercised:

Exercises direct supervision over the Stores Supervisor – Central, Stores Supervisor – Eastern, Stores Supervisor - CFLCo and 3 Materials Control Clerks – Bishop's Falls. Functional supervision for five Satellite Stores and CF(L)Co. Responsible and accountable for 30 employees, both permanent and part time.

Job Description

Summary of Job Function:

Plans, leads, organises, and controls the activities in all aspects of the Goods and Services process. Services provided include Materials Supply, Inventory Control, Materials Classification, Blanket Order Administration, Asset Management and Disposal. Participates in the development of policies and procedures, and work plans for the Department and performs a variety of administrative duties. Works closely with the Director, Materials Management & Administration to develop and implement workload and resource planning and schedules.

Principal Activities, Duties, and Responsibilities:

1. Ensures that the Goods & Services process is implemented, maintained, monitored and controlled to meet Hydro's materials supply requirements.
2. Provides direction and guidance to the Stores Supervisors at Hydro & CFLCO to ensure that an efficient and effective Materials supply services are provided for the Hydro Group of Companies.
3. Ensures compliance with all pertinent legislative requirements, such as: Occupational Health and Safety Act, (WHMIS), Transportation of Dangerous Goods Act, The Department of Environment Act, and Labour Standards Act, etc.
4. Complies with the Corporate EMS Program and ISO 14001. Ensures that all procedures identified in the Services Environmental Management System are followed and that employees are aware of all environment responsibilities.
5. Initiates the preparation of and is responsible for the administration of all long term agreements, contracts or blanket orders for the supply of materials.

6. Ensures that cyclical and physical Inventories are scheduled, performed and adjustments made.
7. Approves or delegates the approval for all Item Master Addition forms requesting the addition of parts carried in inventory.
8. Administers the disposal of Corporate Assets and surplus materials.
9. Administers and maintains Hydro's Material Quality Assurance program, including Materials Classification, Standards, Testing, Quality Control and Inspection.
10. Ensures that Department Objectives are scheduled and progress monitored.
11. Ensures active involvement in the Safety and Health Program and annual safety and health objectives are included in the five year master plan.
12. Prepares the Five Year Operating and Capital Budgets under his/her jurisdiction and administers and controls the budgets within approved limits.
13. Responsible for the development, updating, and implementation of the Materials Management Procedures Manual and Corporate Policies and Procedures related to all Materials Supply processes.
14. Maintains continual liaison with personnel in all divisions to ensure that materials supply issues are resolved promptly and effectively.
15. Maintains up-to-date knowledge of Corporate Policy and Procedures, and Safety and Health Program,
16. Participates in the staff selection process to ensure that staff hired, promoted or transferred have the skill necessary and are qualified for the position.
17. Provides input to decisions relative to promotion, transfer, discipline, discharge and performance appraisal.
18. Schedules and leads regular staff meetings, attendance at Supervisory meetings and seminars as requested.
19. Maintains a working knowledge of current business and industry materials supply processes and practices.
20. Keeps the Director informed of all significant activities through regular oral and written reports.
21. Administers the Collective Agreement(s) as it applies to Materials staff.
22. Maintains good employee morale throughout the department
23. Performs other related duties as assigned.

Job Specifications

Education:

Bachelor degree in Business, Finance or Commerce with major courses in business systems or a Certified Professional Purchaser (CPP). Designation from Purchasing Management Association of Canada or successful completion of American Production and Inventory Control Society (A.P.I.C.S) Certification program or equivalent combination of training, knowledge and experience.

Experience:

A minimum of 5 years progressively responsible materials management experience with public utility, industrial or large manufacturing firm including three (3) years at a supervisory level. Working knowledge of computerized Inventory Control systems, Materials Management systems, or other related EDP experience.

Special Skills, Job Requirements, Working conditions, Etc.

Must have well developed organizational, planning, interpersonal and communications skills. Team building and problem solving skills. Working knowledge of current business processes, systems and practices is essential. Must have sound judgment and decision-making skills, along with an ability to work in a team environment. Must have the ability to deal effectively with Vendors and senior Hydro staff. 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:

HAY 13

Job Number:

454-01

Status:

Active

CLASSIFICATION: Office Clerk

GENERAL DUTIES:

Performs general clerical duties including input and retrieval of information using a computerized system; document follow up; communication with staff, suppliers and customers; filing and issuing of various documents and reports; operates office 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 supplemented by the successful completion of a two (2) year office administration or related course from a recognized post-secondary institution which includes courses in office procedures and computer training in word processing and spreadsheet applications and related experience in an office environment. Must have good oral and written communication skills. May be required to possess an appropriate valid driver's license.

CLASSIFICATION: Office Services Clerk

GENERAL DUTIES:

Performance of general clerical duties related to a mailroom operation including: mail handling and distribution; operation of photocopy equipment, fax equipment, switchboard operation; stocking and disbursement of office supplies; pickup and delivery of mailbags to and from Shipping/Receiving; movement of heavier stationary material; 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 which include office procedures and computer training in word processing and spreadsheet applications.

CLASSIFICATION: Office Services/Stock Clerk

GENERAL DUTIES:

Works with the computerized Materials Management system to perform warehousing functions to support the Goods and Services process including the monitoring of work orders, expediting and issuing/kitting materials. Performs warehouse duties including the receiving, storing, issuing and shipment of materials. Operates forklift in the loading and off-loading of materials. Performs scheduled maintenance and safety checks on mobile equipment.

Participates in all scheduled inspections including planned general inspections and equipment inspections. Participates in inventory counts and performs normal housekeeping duties. 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 successful completion of a one (1) year business administration program or equivalent program from a recognized post secondary institution, or completion of two (2) introductory courses in the PMAC Supply Management Training Program Level I of the PMAC Principles accreditation program, or, APICS or equivalent and one (1) year warehousing experience in an industrial or utility environment. Must have working knowledge of computerized inventory systems and the Microsoft Suite of Applications. Must possess good oral and written communication skills. Shall have a thorough knowledge of all regulations and safety rules including W.H.M.I.S. and Transportation of Dangerous Goods. Must possess an appropriate valid driver's license and a forklift operator's certificate.

CLASSIFICATION: Purchasing Clerk

DUTIES:

Performs a variety of administrative duties related to the computerized purchasing system, public tendering and contract administration system including operation of computer equipment for word processing, data entry, preparation of tender analysis spreadsheets; conducts public tendering openings; all other duties related to or associated with this classification.

QUALIFICATIONS:

High school graduation supplemented by successful completion of a two (2) year office administration or related course from a recognized post-secondary institution plus the successful completion of one year of the PMAC Supply Management program, or Level I of the PMAC Principles accreditation program. Working knowledge in the Microsoft Suite of Applications with proficiency in spreadsheet applications is required. Working knowledge of computerized purchasing systems would be a definite asset. Must have good oral and written communication skills.

CLASSIFICATION: Receptionist/Switchboard Operator

GENERAL DUTIES:

Operates switchboard and electronic facsimile software to relay incoming, outgoing and interoffice calls; greets visitors; ascertains nature of business and issues security cards; telephones to advise relevant party of visitor's arrival; supplies information to visitor's and callers and records messages; performs clerical and typing duties; 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. Must have a clear, well-modulated voice and an ability to meet the public effectively.

CLASSIFICATION: Senior Office Services Clerk

GENERAL DUTIES:

Provides direction and schedules work output for officer services clerks; monitors requests to ensure performance; prepares reports on mailroom activities; troubleshoots and performs quality control checks on office equipment; places service calls and coordinates repair visits; performance of general clerical duties related to a mailroom operation including mail handling and distribution; operation of photocopy and fax equipment; switchboard operation; stocking and disbursement of office supplies; pickup and delivery of mailbags; movement of heavier stationary material; 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 supplements 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 as well as three (3) years experience in an office services environment.

Supervisor - Hydro Place Operations & Transportation**Location Information**

| | |
|--------------------|------------------------------------|
| Company: | Newfoundland & Labrador Hydro |
| Division: | Finance |
| Department: | Supply Chain Management |
| Section: | Building & Transportation Services |
| Subsection: | |
| Location: | St. John's |

Organization Reporting**Direction Received:**

Works under the general supervision of the Team Lead Asset Manager and Administration and is expected to exercise a significant level of initiative and judgement in planning and organizing work within his/her section.

Direction Exercised:

Provides direct supervision of the Building Custodian, Transportation Officer, Driver Clerk, Office Clerk and Seasonal Summer Employees and various Contractors when working on site.

Job Description**Summary of Job Function:**

Responsible for supervision of the preventive maintenance programs associated with the electrical, mechanical, pneumatic and architectural systems, landscaping, and general properties at Hydro Place.

Responsible for the control and operation of the Building Management System (BMS) a computerized maintenance system and other control systems as required keeping safety, the environment and energy efficiency top of mind.

Works closely with the Team Lead, Asset Management and Administration to assist with the preparation and execution of the Hydro Place Long Term Asset Management Plan, and ensure all critical/other systems/structures are covered in the Hydro Place, and to prepare and administer various service contracts associated with the maintenance, upkeep and operation of the Corporate Head office.

Responsible for the supervision of fleet vehicle operations for the St. John's Region.

Principal Activities, Duties, and Responsibilities:

1. Monitors and adjusts, on a daily basis, the building heating, ventilation and air conditioning systems through the operation of the Building Energy Management Systems.
2. Plans, schedules and executes preventive maintenance programs. (mechanical, pneumatic, electrical, janitorial and landscaping for Hydro Place facility, and fleet vehicles).
3. Prepares and monitors preventive maintenance contracts for all building systems at Hydro Place: (mechanical,

pneumatic, electrical, janitorial and landscaping).

4. Supervises the operation and maintenance of the Corporation's vehicles in the St. John's Region.
5. Reviews and approves invoices and requisitions within the limits of signing authority.
6. Ensures that Corporate policies and procedures, Safety Regulations, Safety and Health Programs and departmental procedures are adhered to within the Department. Ensures that procedures identified in the Environmental Management System are followed and that employees are aware of all environmental responsibilities.
7. Prepares tenders, and evaluates tender documents to ensure they meet all technical requirements before a tender is awarded, for the required maintenance of various systems at Hydro Place.
8. Performs, together with the Building Custodian, all minor maintenance and repair tasks normally associated with the operation of a large office building.
9. Orders and maintains records of supplies and materials used in the building.
10. Administers the Corporation's collective agreement as it applies to staff. Ensures that safety regulations, Policies and Procedures are adhered to by all employees. Ensures that necessary training is provided to staff.
11. Reviews all invoices for maintenance, services and repairs to ensure that all charges are correct and are coded properly and accurately.
12. Carries out a variety of related Administrative duties including review and approval of time sheets & expense reports, scheduling of vacations or other approved leave, ordering supplies, etc.
13. Keeps abreast of developments, innovations, changing specifications and regulations in relation to the maintenance of facilities, equipment and vehicles.
15. Co-ordinates, plans and directs communications and Transportation services during emergency situations such as major sleet storms, snow storms, power outages, mail strikes and other states of emergency. Also handles Building Maintenance and Vehicle problems after normal working hours.
16. Actively involved in the Safety and Health Program.
17. Undertakes Immediate Supervisor/Supervisor On-Call responsibilities identified in the Hydro Place Environmental Emergency Response Plan and the Corporate Emergency Response Plan
18. Maintains records required under environmental legislation or approvals associated with operation of Hydro Place fuel storage and air conditioning systems, and herbicide application programs.
19. Works with support service contractors to ensure contract compliance and efficient/cost effective PM/CM are carried out as required and according to all safety and environmental policies.
20. Expected to be In on call for emergency services as required after hours service/support as it relates to the operation of Hydro place.

Job Specifications

Education:

High School graduation supplemented by successful completion of a two or three year course in Electrical or Mechanical Technology, Facilities Management, or attainment of Journeyman status as an Industrial Electrician or other training related to facility operation and maintenance.

Experience:

A minimum of 5 years work experience beyond attainment of educational requirements including experience with electrical, mechanical, pneumatic using computerized control systems/equipment where required. Supervisory experience in a unionized work place with experience leading several disciplines. Building Maintenance/management experience in a similar environment of 2 years or more.

Special Skills, Job Requirements, Working conditions, Etc.

Must have a working knowledge of Heating, Ventilation, Air Conditioning, Electrical and Mechanical Systems. Must be able to read and Interpret blue print drawings for the Heating, Ventilation, Air Conditioning, Mechanical and Electrical Systems for Hydro Place.

Must be a good Communicator, both written and oral, as required to communicate with all levels of management and staff for the normal operations/repairs of a building with approximately 450 occupants. Must be able to supervise and direct staff with regard to preventative maintenance, scheduling and repairs to building maintenance and fleet vehicles. Must be able to operate and maintain a computerized maintenance & inventory system.

Must possess a good working knowledge of computers with appropriate awareness of various corporate applications as necessary. These will include, but are not limited to, the Microsoft suite of applications, JD Edwards, Showcase Strategy, computerized inventory, and various building/systems maintenance programs..

Personnel Information

| | |
|----------------------|--------|
| Salary Grade: | HAY 10 |
| Job Number: | |
| Status: | Active |

Team Lead, Asset Management & Administration

Location Information

Company:
Division: Finance
Department: Supply Chain Management
Section: Administration
Subsection:
Location: St. John's

Organization Reporting

Direction Received:

Receives general direction in terms of corporate strategic directions and objectives from the Manager, Supply Chain Management & Administration. Exercises a high level of personal initiative and judgement in planning, leading, organizing and directing the department.

Direction Exercised:

Works closely with the Building & Transportation Supervisor, and provides direct supervision to the Office Services staff. Permanent staff complement of 6 employees.

Job Description

Summary of Job Function:

Plans, co-ordinates and directs all aspects of the administrative services and facilities management processes for the Corporate head offices in St. John's. These include: Office Services, , Fleet Transportation, and Long Term Asset Management Planning functions associated with Hydro Place, as well as preparation and management of the departmental operating and capital budgets.

Principal Activities, Duties, and Responsibilities:

1. Responsible to ensure the timely provision of effective and efficient Administrative, Building Maintenance, and Office Support Services to the Head Office employees located in Hydro Place.
2. Create and maintain an accurate and complete Hydro Place asset listing including historical and financial information
3. Develops and continuously refreshes the twenty year asset plan for Hydro Place, working closely with the Supervisor, Building Maintenance & Transportation to ensure the nearer range five and one year plans are also developed and executed
4. Develop and monitor key performance indicators, and develop and execute action plans to address performance issues.
5. Provides direction to supervisory staff in the development and implementation of appropriate work plans and procedures to ensure delivery of effective services.
6. Works closely with the Building & Transportation Supervisor who is responsible to ensure that efficient and cost effective Building Maintenance, Fleet Transportation, Office support and administrative services are provided.
7. Responsible for the development and administration of contracts associated with the supply of No. 6 Fuel Oil to the Holyrood Generating Station.
8. Undertakes specific duties and responsibilities identified in Corporate and Services Environmental Management System manuals associated with the Department or the position.

9. Responsible for the planning and allocation of office space requirements for Hydro Place.
10. Develops and administers the Daycare, Cafeteria, and other service, maintenance and operations contracts within Hydro Place.
11. Responsible for the administration of the Travel Services program for the Hydro Group. Advises staff on procedures for travel services and bookings.
12. Ensures that Departmental Objectives are scheduled and progress monitored.
13. Prepares the Five Year Operating and Capital Budgets under his/her Jurisdiction and administers and controls the budget within approved limits.
14. Participates in the staff selection process to ensure that staff hired, promoted or transferred have the skills necessary and are qualified for the position.
15. Provides input to decisions relative to promotion, transfer, discipline, discharge and performance appraisal.
16. Responsible for the development, updating, and implementation of the Supply Chain Management & Administration Procedures Manual and Corporate Policies and Procedures related Administration Services Process.
17. Maintains up-to-date knowledge of Corporate Policy and Procedures, Safety and Health Program, Supply Chain Management & Administration Manual and Corporate Safety Manual.
18. Keeps the Manager informed of all significant activities through regular oral and written reports
19. Maintains continual liaison with personnel in all divisions to ensure that administration concerns are resolved promptly and effectively.
20. Administers the Corporation's Collective Agreements as they apply to employees of the Administration Department.
21. Maintains good employee morale throughout the Department.
22. Actively involved in the promotion of the Safety and Health Program.
23. Performs other related duties as assigned.

Job Specifications

Education:

Bachelor degree in Business, Finance or Commerce or an equivalent combination of training, knowledge and experience.

Experience:

Minimum of 5 years progressively responsible administrative services, facilities and financial management experience including three (3) years at a supervisory level. Working knowledge of computerized business, financial, or facilities management systems or other related EDP experience.

Special Skills, Job Requirements, Working conditions, Etc.

Must have well developed organizational, planning, interpersonal and communications skills.

Must have sound planning, judgement and decision-making skills, with an ability to work in a team environment. Working knowledge of current business processes, including records and information management, systems and practices is essential.

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: | HAY-13 |
| Job Number: | 531-10 |
| Status: | Active |

Team Lead, Procurement**Location Information****Company:****Division:**

Finance

Department:

Supply Chain Management

Section:

Administration

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

Receives general direction in terms of corporate strategic direction and objectives from the Manager, Supply Chain Management & Administration. Exercises a high level of personal initiative and judgement in planning, organizing, and directing the procurement processes for the Nalcor lines of business.

Direction Exercised:

Leads a total complement of six (6) permanent staff comprised of four (4) Buyers and two (2) Purchasing Clerks. Supervises and coordinates the activities of staff performing all aspects of the procurement process for Nalcor Energy. Processes include Purchasing, Contract Management and Administration, Tender Administration, Long Term Supply Agreements, Vendor Performance, Corporate Purchasing Card program, and corporate and legislative reporting.

Job Description**Summary of Job Function:**

Provides guidance to departmental staff, as well as end users including operations and engineering staff on proper process and documentation to obtain goods and services in the most efficient means while maintaining compliance with required legislation and corporate policy. Provides direct input to major contracts and purchases.

Provides input and guidance to departmental staff and end users in various JD Edwards modules, including Purchasing, Inventory, Contract Management, Finance, and Plant Maintenance and Work Orders.

Principal Activities, Duties, and Responsibilities:

- Provides expertise and leadership in various functional business processes to department managers and other employees and contractors in the organization.
- Maintains current knowledge of best business practices to deliver superior service.
- Facilitates the development of systems and maintains existing business systems for the Supply Chain department.
- Responsible for the development, updating, and implementation of the Supply Chain Management procedures manual and the corporate policies and procedures related to procurement.
- Facilitates the development and implementation of policies and procedures for the corporate purchasing card, and vehicle expense card programs.
- Actively involved in the introduction of new products and services to fulfil business needs through regular interaction with internal and external parties as required.
- Ensures the integrity of functional corporate business systems, including the identification of impacts on the

integrated suite of products and interdepartmental processes in order to enhance corporate business systems.

- Provide solutions to assist in the development, testing, implementation, and documentation to establish lines of business processes.
- Takes a lead role in the audit processes for corporate policy, and legislative requirements.

- Leads new lines of business, including coordination of all procurement activities, including the integration of unique requirements of each.
- Provides leadership in interactions with Information Systems to develop applications and streamline procurement processes.
- Manages the strategic Long Term Supply Agreements including leading the evaluation and implementation processes for new agreements.
- Plays an active role in the development and continued maintenance of the departmental safety program.
- Ensures all staff are aware of, and participate in available health and safety programs.
- Is an active alternate for the Corporate Emergency Response Plan.
- Maintains contract standards to ensure currency with best practice, and legislative requirements.
- Maintains a strong working relationship with regulatory bodies and other concerned parties.

Job Specifications

Education:

- A University degree in Commerce or Business Administration with major courses in Supply Chain Management is preferred.
- Completion of the PMAC professional designation 'Supply Chain Management Professional' (SCMP) is an asset.

Experience:

- A minimum of then (10) years related progressively responsible experience in Supply Chain Management, including buying; contract development, management, and administration; computerized procurement and inventory systems;

Special Skills, Job Requirements, Working conditions, Etc.

- Must possess a strong knowledge of basic computer programs, including Microsoft suite of products, inventory management and purchasing, reporting tools and research tools.
- Strong interpersonal skills, including representation of corporate core values.
- A strong communicator able to develop and deliver presentations to a various internal and external audiences as required.
- An ability to work with minimal daily supervision and direction.

Personnel Information

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

CLASSIFICATION: Transportation Officer

GENERAL DUTIES:

Maintains the mechanical condition of fleet vehicles through regular inspection; prepares vehicle specifications; arranges and ensures vehicle repairs are carried out and quality of same; performs minor maintenance and repairs; maintains a preventative maintenance schedule on all vehicles; completes monthly vehicle log reports; arranges long term rentals; assigns and checks in vehicles; 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 courses in motor mechanics and three (3) years experience in coordinating activities related to fleet and transportation needs. Must possess a valid class 3 driver's license and present a motor vehicle report from the department of registration and certificate of conduct from the R.N.C.