

JOB DESCRIPTION

POSITION: DIRECTOR OF ENGINEERING AND OPERATIONS

WORK GROUP: Management/Supervisory

FUNCTION:

This position is responsible for the planning, operations and ongoing management of the Grimsby Power distribution system and the Niagara West Transformer Station. The Director of Engineering & Operations provides direction, planning, coordination and supervision of the day-to-day activities for all technical and operational Grimsby Power employees. This position is accountable for Engineering, Operations, Asset Management, Distribution System Planning, Field work, Metering, Health & Safety, Information Technology, and Supply Chain functions.

ORGANIZATIONAL RELATIONSHIP:

- Responsible to the President and CEO.
- Works closely with internal departments and third-party service providers

RESPONSIBILITIES:

- Directs, supervises and coordinates work related to the design, installation, construction, operations, repairs, maintenance, and commissioning of all Grimsby Power Distribution and Station assets.
- Accountable for the technical and financial planning for all Grimsby Power Distribution and Station assets. This includes accountability for the Grimsby Power Distribution System Plan (DSP) which integrates qualitative and quantitative information resulting in an optimal investment plan covering system expansion, regional planning, smart grid, customer value and public policy considerations.
- Develop, manage and implement the Asset Management Program to maximize the useful economic life of company distribution and station assets without compromising employee and public safety.
- Coordinate and recommend annual budgets for Capital, Operating, Maintenance, and Administrative programs. Administer approved budgets throughout the year.
- Manage the performance of staff through a proactive and communicative style using proper application of the Collective Agreement and corporate practices.
- Manage internal Engineering Technicians and required third party vendors to execute policies, procedures, and practices which support a safe, healthy, and efficient work environment.
- Directs the preparation of cost-effective work order packages, for the system access, renewal, and service activities on the electrical distribution system & station, consisting of construction schematics and bills of material.
- Certify design drawings, specifications, and standards as a Registered Professional Engineer in the Province of Ontario.

- Verify that field installations are built to construction standards as required by the construction verification program and Regulation 22/04.
- Lead outage restoration activities, small to large, to ensure outages are kept to a minimum and safety of the public and employees is maintained at all times.
- Oversee metering, including the development of the next generation of smart meter assets.
- Evaluate suite metering opportunities as required. This may include overseeing the implementation and ongoing management of submetering infrastructure systems in multi-dwelling residential buildings
- Assist with the development of business strategies that lead to performance excellence in health & safety, asset management, and business efficiency.
- Lead the Company's Health and Safety program through implementing safe work strategies and practices, which reinforce safety incident management, hazard identification and safe work attitudes. Develop and administer a safe work culture following the requirements of corporate policies and procedures, WSIB, OHSA, EUSA Rules, MTO, ESA (Reg. 22/04), and other applicable legislation.
- Responsible for the timely and effective delivery and support for all corporate IT systems through effective IT resource management and effective Program Management of all vendors and external IT partners.
- Responsible for the design, procurement, implementation, and maintenance of the corporate Information Technology (IT) systems, including both hardware and software. This includes Geographic Information System (GIS) and the Supervisory Control & Data Acquisition (SCADA) Systems
- Lead Corporate Cyber Security Governance. Proactively implement security measures to protect corporate data, ensure customer privacy of information and secure the corporate computing environment.
- Accountable for the company procurement and supply chain functions including the preparation of tender/RFPQ documents for contracted bids, reviews, evaluations and recommendations on successful bidders. This also include direction and support for Stores staff which ensure the availability of required materials for capital and maintenance programs and projects
- Lead the development and implementation of the utility's Emergency Management Plan; participate in emergency response exercises and as a member of the executive leadership team for the utility availability for Emergency response is required.
- Be the face of the business during contingency type events and provide real time information on the system status.
- Network with industry contacts to ensure use of best practices, keep abreast of the latest industry innovations, and to position the company as a small utility leader and innovator.

KEY ATTRIBUTES & COMPETENCIES:

The candidate possesses managerial courage, integrity, credibility, honesty, inspires and develops others while managing performance.

- **Leadership and ability to drive change.** The Director will need to have a willingness to lead and influence others. An ability to convince others in an honest,

respectful and sensitive manner in order to get them to buy-in to organizational objectives.

- **Management competency to prioritize goals for multiple groups.** The ideal candidate is accountable, strategic, proactive, organized, priority/results focused and service oriented.
- **Teamwork that creates progress toward common goals.** With a focus on excellence, the Director fosters a teamwork environment, is analytical, logical, conceptual, and innovative with strong interpersonal capability.

QUALIFICATIONS:

- **Experience:** Minimum of 10 years related experience with at least 5 years in a leadership role, preferably in the electricity distribution industry. Expert knowledge of electric utility design & construction methods, Distribution System Code, utility work protection code, OHSA, and EUSA Rule Book. Familiarity with Transmission Station construction, technologies, and operation management practices.
- **Education:** The ideal candidate will have a University Engineering Degree in an Electrical Discipline with a P.Eng designation, as well as specialized training courses in a related field; and Management/Supervisory Courses.
- **Knowledge:** Thorough understanding of modern asset management techniques, maintenance principles, and prioritization of capital investments to manage risk in a regulated environment.
- **Skills:** Detail oriented ability to develop, implement, and control plans and budgets effectively; Ability to meet the public and maintain a good working relationship; Excellent verbal and written communication skills; Computer proficient in MS Office (Word, Excel, Access, and Outlook).
- **Other:** Must possess a valid Class G Driver's License.