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 Qulliq Energy Corporation
 Société d'énergie Qulliq
 Qulliq Aluyaktuqunik Ikumatjutiit

Job Description

Qulliq Energy Corporation

TITLE	Manager, Alternative & Renewable Energy	POSITION NUMBER	A3EI04
REPORTS TO	Director, Engineering	POSITION GRADE LEVEL	L
HOME COMMUNITY	Iqaluit	POSITION TYPE	Indeterminate

PURPOSE Manager, Alternative & Renewable Energy (ARE) is responsible for the research, planning, and managing ARE initiatives and programs. The position supports the execution of ARE projects by providing engineering support in areas such as planning, design, technical analysis, and conducting research. The position also provides technical advice, support, and recommendations to stakeholders as required through designated renewable/alternative energy resources.

- PRIMARY RESPONSIBILITIES**
- Oversee ARE staffs and coordinate with other jurisdictions / utilities for developing ARE plan and program for the Corporation to meet QEC/GN mandate for reducing dependency on fossil fuel.
 - Manage NMP (Net Metering Program), CIPP (Commercial and Institutional Power Producer), and IPP (Independent Power Producer) program.
 - Provide recommendations to higher management regarding ARE initiatives.
 - Respond to requests for information from the media re: renewable energy initiatives, etc.
 - Keep track of all projects and resources, as well as reporting internally and externally.
 - Closely work with Finance and Operations to ensure program effectiveness and to improve efficiency and liaison with Federal and Territorial Government agencies.
 - Oversees design and development of new and existing ARE initiatives including stamping designs.
 - Prepare Requests for Tender (RFT) / Request for Proposal (RFP) for ARE projects and ensures effective projects execution.

- EDUCATION AND TRAINING**
- Bachelor's degree in electrical / mechanical engineering.
 - Experience in ARE project management in Utility sector.
 - Registered Professional Engineer (P. Eng), with immediate eligibility for registration with NAPEG.
 - Project Management Professional (PMP) designation is an asset.

- PRIOR EXPERIENCE**
- Seven years of ARE project management experience in a utility.
 - Two years of experience in the supervision and development of staff.
 - Experience in full scope project management, from inception to commissioning and asset.
 - Knowledge of power system analysis software such as ETAP, HOMER, RETScreen are assets.

INTERPERSONAL SKILLS Interaction is with a variety of people inside and/or outside the organization. Communications can be of moderate difficulty and sensitivity and may involve detailed and lengthy dialogues and exchanges of information.

CONCENTRATION Work involves an occasional high degree of high alertness and concentration to complete job tasks. There are significant sensory demands or job requirements for vigilance and attentiveness. Employees do not always control their own work pace, and there are tight pressures to finish specific job tasks. The need for precision work is high.

PHYSICAL DEMANDS Work requires light or a low amount of physical exertion. Body movement usually involves sitting and intermittent walking.

SCOPE There is a moderate degree of job structure. Responsibilities and work situations are broader in scope, with limited opportunity for standardized solutions. Employees receive general direction regarding their work; however, discretion and judgment must be used to make decisions, interpret directions, and apply guidelines.

MATERIAL RESOURCES Work requires limited responsibilities for material resources, including a small budget for supplies and equipment.

INFORMATION RESPONSIBILITY Work typically requires a moderate to high degree of responsibility for information. The information can be highly sensitive, protected, and/or confidential and the importance of the information can be highly complex. The incumbent may use a wide variety of skills dealing with the information including diagnosing, interpreting, and analyzing information.

SUPERVISORY Duties include a full range of supervisory activities such as participating in the hiring process, providing training, assigning work, monitoring and assessing work and working with Human Resources in the event of attendance, performance and/or behavioural issues.

WORKING CONDITIONS No, or very incidental, adverse environmental working conditions.

AUTHORIZATION

Senior Manager (Department)	Date	President & CEO	Date
Supervisor	Date	Employee	Date

The content of this position description is intended to describe the general work being performed by the incumbent in this position. It is by no means intended to be an exhaustive list of all responsibilities and activities required of this position, nor could it be. The incumbent will be required to additional work duties assigned by Management. For express clarity, the work activities of any position at QEC will not be limited to the Position Description.