



POSITION DESCRIPTION

Qulliq Energy Corporation

TITLE	Assistant Operator	POSITION NUMBER	A50Q07
REPORTS TO	Production Supervisor	POSITION GRADE LEVEL	D
HOME COMMUNITY	Grise Fiord	POSITION TYPE	Indeterminate

PURPOSE	The Assistant Operator reports to the Production Supervisor and is responsible for assisting the Plant Superintendent in maintaining safe and continuous power generation and distribution, as well as the maintenance requirements of all mechanical and electrical equipment. The Assistant Operator is also responsible for operating and monitoring the diesel powerhouses and associated systems to provide safe, reliable electrical service to Qulliq Energy customers in the community in a cost effective manner.
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Operates the plant ensuring all safety and emergency equipment are maintained in accordance with applicable standards. Conducts plant checks as required to ensure there are no issues requiring immediate attention. Performs minor preventative maintenance and emergency repairs as required. Monitors fuel transfers to ensure safe and expedient delivery according to IAW fuel transfer procedures. Assists with inspection, repairs and verification of line and metering equipment. Assists area maintenance or contract maintenance crews in the completion of projects with regard to scheduling, monitoring and actual hands-on assistance. Develops and maintains good working relationships with community and local business representatives. Acts in the Plant Superintendent capacity when required.
EDUCATION AND TRAINING	<ul style="list-style-type: none"> High school education – minimum Grade 10. Related journeyman certificate in the electrical/mechanical trades or equivalent is an asset.
PRIOR EXPERIENCE	<ul style="list-style-type: none"> Experience in the production and distribution of power. Basic computer skills are an asset. Valid drivers’ license and satisfactory drivers abstract.
INTERPERSONAL SKILLS	The incumbent interacts with a variety of people including fellow employees, customers, the public, or others outside the organization. Communications can at times be of moderate difficulty and sensitivity but typically involve routine, straightforward exchanges of information.
CONCENTRATION	The position routinely involves a moderate degree of high alertness and concentration to complete job tasks. There are some sensory demands or job requirements for unusual vigilance or attentiveness. Employees usually control their own work pace; however, there are some time pressures to finish specific job tasks.
PHYSICAL DEMANDS	Work requires moderate physical exertion equivalent to lifting between 10 and 25 pounds. Work could involve a considerable amount of walking, standing, a confining/tiring work position, or constant periods of sitting in one position where freedom does not exist to stand, stretch, and/or walk about.
SCOPE	There is a high degree of job structure. Job tasks are generally straightforward, with some repetitiveness. Employees receive general direction regarding their work but must use discretion and judgement to apply accepted guidelines.
MATERIAL RESOURCES	Work requires a limited responsibility for material resources and the incumbent has a limited control over the resources.
INFORMATION RESPONSIBILITY	Work typically requires limited responsibility for information. Information can be somewhat sensitive, protected, or of limited confidentiality and is of moderate significance.
SUPERVISORY	The job does not require the provision of guidance or supervision to others.
WORKING CONDITIONS	Routine exposure to moderately adverse and undesirable environmental conditions, including loud noise, diesel fuel and rotating equipment. May require safety equipment and precautions.

AUTHORIZATION

_____ Senior Manager (Department)	_____ Date	_____ President and 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.