



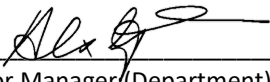
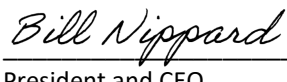
# POSITION DESCRIPTION

## Qulliq Energy Corporation

TITLE	Plant Superintendent	POSITION NUMBER	400PS1
REPORTS TO	Production Supervisor	POSITION GRADE LEVEL	H
HOME COMMUNITY	Various Nunavut Communities	POSITION TYPE	Indeterminate

<b>PURPOSE</b>	The Plant Superintendent is responsible for maintaining safe and continuous power generation and distribution, as well as the maintenance requirements of all mechanical and electrical equipment. This position is also responsible for operating and monitoring the diesel powerhouses and associated systems to provide safe, reliable electrical service to Qulliq Energy Corporation's customers in the community in a cost effective manner.
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Acts as the first point of contact for customers: including receiving customer orders for new service, disconnections and changes of ownership, responding to customer complaints and inquiries, accepting payments, and initiating collection procedures for the Corporation while maintaining good working relationships with the community and local business representatives.</li> <li>Operates the plant ensuring efficient use of all equipment.</li> <li>Assists with inspection, small repairs, minor preventative maintenance and verification of line and metering equipment.</li> <li>Requests repair and/or replacement or emergency repairs as required.</li> <li>Gathers and reports on meter data, providing associated documentation to the area accounts department.</li> <li>Provides information to Production Supervisor for preparation and submission of budget, variances and other performance measurements.</li> <li>Manages plant inventories including shipping, receiving and monitoring.</li> <li>Standby work is a requirement of the position to conduct plant checks as required (evenings and weekends) to ensure there are no issues which require immediate attention.</li> </ul>
<b>EDUCATION AND TRAINING</b>	<ul style="list-style-type: none"> <li>High School diploma.</li> <li>Certification as a Power Systems Engineer (Fourth Class), or interprovincial certification as an Electrician, Heavy Equipment Technician, or Powerline Technician an asset.</li> </ul>
<b>PRIOR EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Two (2) years experience in the production and distribution of power.</li> <li>Valid Class 5 driver's license and satisfactory drivers abstract.</li> </ul>
<b>INTERPERSONAL SKILLS</b>	The incumbent must deal with a wide variety of people within QEC, and people within the community. The majority of these communications are moderately complex and routine in nature. On occasion interactions involve conflicts and stress.
<b>CONCENTRATION</b>	The position constantly 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.
<b>PHYSICAL DEMANDS</b>	The position requires a routinely high level of physical demands, including lifting equipment, moving heavy oil drums, pulling wire, climbing tanks, walking meter routes and shoveling snow. The need for physical stamina and endurance is extremely significant. The degree of physical strain produced on the job is very high.
<b>SCOPE</b>	There is a moderate degree of job structure and there are a variety of job tasks. 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.
<b>MATERIAL RESOURCES</b>	Work requires a moderate responsibility for material resources and the incumbent has a moderate amount of control over these resources. The cost of errors might result in moderate damage, waste, and/or financial loss. The difficulty, variety and depth of problems associated with these material resources is moderately complex.
<b>INFORMATION RESPONSIBILITY</b>	The incumbent typically requires a moderate degree of responsibility for information. The incumbent is responsible for generating reports and statistics on plant operations, which includes information of significance. There is confidential information regarding meter data and customers service.
<b>SUPERVISORY</b>	The incumbent does not have an official supervisory role; however, the role provides guidance, instruction, training and direction to the Assistant Operator.
<b>WORKING CONDITIONS</b>	Routine exposure to highly adverse and undesirable environmental conditions, including loud noise, diesel fuel and rotating equipment. Personal risks require safety equipment or precautions are required to be followed closely.

### AUTHORIZATION

	2024/02/07		February 7, 2024
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.