



POSITION DESCRIPTION

Qulliq Energy Corporation

TITLE	Production Supervisor – Qikiqtaaluk North	POSITION NUMBER	701004
REPORTS TO	Manager, Production	POSITION GRADE LEVEL	J
HOME COMMUNITY	Iqaluit	POSITION TYPE	Indeterminate

PURPOSE	This position oversees the coordination of the day-to-day operation of the northern Qikiqtaaluk region satellite diesel generating plants with respect to the production and distribution of energy in the region. This involves working closely with the Plant Superintendents and Assistant Operators to ensure safety, reliability, and efficiency in each generating station, while ensuring that all plants within Arctic Bay, Clyde River, Grise Fiord, Hall Beach, Igloolik, Pond Inlet, Qikiqtarjuaq and Resolute Bay adhere to all health, safety and environmental legislation, policies, and regulations.
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Provides direct supervision to production staff in the Arctic Bay, Clyde River, Grise Fiord, Hall Beach, Igloolik, Pond Inlet, Qikiqtarjuaq and Resolute Bay generating stations in the delivery of safe, reliable, and efficient power to Qulliq Energy Corporation’s customers. The incumbent ensures that the plant operates in compliance with all corporate guidelines providing QEC with the utmost in protection and a corporate reputation of continuously delivering best practices and service. Works with the Manager, Maintenance to ensure annual plant maintenance initiatives are carried out. Reviews all routine plant inspection reports and rectifies all deficiencies in a prompt manner. Ensures customer service orders, connects and disconnects are properly completed while Plant Superintendents are on leave. Conducts regular plant inspection trips to satellite communities to ensure plants meet all safety codes, and are properly maintained and operated. Overtime may be required to fulfill responsibilities and meet deadlines. Position requires limited travel and at times availability on a 24-hour basis.
EDUCATION AND TRAINING	<ul style="list-style-type: none"> Interprovincial Red Seal certification as a Power Systems Electrician, Heavy Equipment Technician, or relevant utilities trade’s discipline. Certified Maintenance and Reliability Professional (CMRP), or Project Management Professional (PMP) designation is an asset.
PRIOR EXPERIENCE	<ul style="list-style-type: none"> Five (5) years direct experience working in a power generating facility. Two (2) years of supervisory experience in a power generating facility. Experience in diesel power generation is an asset. Experience in preparing operating budgets is an asset. Valid driver’s license and satisfactory drivers abstract.
INTERPERSONAL SKILLS	Interaction with a variety of people inside and/or outside the organization and will involve topics of moderate difficulty and sensitivity. The incumbent requires a moderate to high degree of interpersonal skills to deal with a range of complicated interpersonal problem situations.
CONCENTRATION	Work occasionally involves a moderate degree of high alertness and concentration. Employees usually control their own work pace; however, there are some time pressures to finish specific job tasks. Daily stressors include operational demands, customer/operational complaints, frequent emergencies, tight deadlines, and changing priorities, which can add to mental anxiety and increased stress levels.
PHYSICAL DEMANDS	Work routinely requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are of some significance. The need for physical stamina and endurance is also of some significance. The degree of physical strain produced on the job is moderately taxing and fatiguing.
SCOPE	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 a moderate to high degree of responsibility for material resources and the employee has a moderate amount of control over these resources. The cost of errors might result in significant financial loss and affect overall utility results. The difficulty, variety, and depth of problems associated with these material resources can be quite complex.
INFORMATION RESPONSIBILITY	Work typically requires a moderate degree of responsibility for information. Information is often sensitive, protected, and/or confidential. The incumbent may use a variety of skills for dealing with information of moderate complexity.
SUPERVISORY	The job requires direct accountability for sixteen (16) positions, including eight (8) Plant Superintendents, and eight (8) Assistant Operators in the northern Qikiqtaaluk region. Duties include directly assigning work to, assessing the performance of and imposing discipline on other employees in collaboration with Human Resources.
WORKING CONDITIONS	The incumbent will experience occasional exposure to moderately adverse environmental working conditions (outside weather and power plant exposure). Potential exposure to dangerous goods, chemicals, fuel spills etc.

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.