

Internal and External applications, including a detailed resume and outline of qualifications, will be reviewed starting on **April 8, 2024**, and will continue to be accepted by the Human Resources & Safety Division until the position is filled.

**Note: Please submit your application electronically to [recruit@synergynorth.ca](mailto:recruit@synergynorth.ca)**

## **ENGINEERING COORDINATOR (KENORA)**

**Management Position**

**\$79,916.50 to 92,926.16 annually**

**Lines & Operations and Asset Management & Engineering Division**

### **POSITION SUMMARY:**

Under the general direction of the Lines Supervisor (Kenora) or designate, this position is responsible for customer-facing work regarding new services, expansions, etc. and inventory management for the Kenora area.

- Liaises with customers requiring an expansion, new customer connection, or upgrade to discuss matters related to the installation and removal of electrical services by initiating application, discussing service requirements and location, explaining standards, policies, procedures, and/or related costs.
- Obtains all required approvals from customers, developers, consultants, municipality, other utilities, railway, MTO, etc., to complete assigned projects.
- Monitors costs associated with all assigned projects.
- Liaises with Third Party Joint Use applicants to review their designs, ensures that they meet the requirements of Ontario regulations, and issues the required permits.
- Prepares Offers to Connect for Expansions/Enhancements and new customer connections. Advises and works with Finance Department staff in the preparation of any required Economic Evaluations related to the Offers to Connect.
- Coordinates or performs all necessary field locations and inspections of SYNERGY NORTH, contractor, and customer-installed equipment and materials to ensure all relevant standards and regulations are adhered to, and any problems are corrected. Ensures that all documentation for design, inspection, and auditing is prepared and maintained as per ESA requirements.
- Ensures SYNERGY NORTH's Conditions of Service, Standards, and Procedures are applied accurately and consistently for all projects.
- Coordinates and liaises with other utilities, the Power Line Department, contractors, and the general public.
- Physically receives, issues and stores tools, material and equipment.
- Responsible for the overall organization of the material storage area
- Assists with the physical cycle count and year end count of materials held in inventory
- Performs other such related duties as may be assigned.

### **QUALIFICATIONS:**

#### **Mandatory**

A graduate Engineering Technologist with OACETT C.E.T. designation together with 3 years experience in Engineering design. Demonstrated drafting skills including experience with AutoCAD and GIS design tools. Must have an excellent understanding of electrical/power engineering theory and standards, electrical legislation, codes and standards, construction techniques, procedures, construction legislation and regulations, and have the ability to read construction drawings and specifications. Must be competent under the definition of the Electrical Safety Authority to prepare plans and drawings. Demonstrated proficiency in the use of computers and Microsoft Office applications is required. A demonstrated commitment to safety, continuous improvement, customer service, frontline leadership and teamwork principles are necessary. Must have excellent interpersonal, organizational and communication (verbal and written) skills. Basic survey skills are also required. Must be competent within the meaning of the Occupational Health & Safety Act.

#### **Preferred**

Direct large electrical utility experience as well as Civil or Electrical Engineering and some Accounting knowledge are preferred. Experience working safely around high voltage equipment, hazardous environments and with hazardous materials would be an asset.

### **CONDITIONS OF EMPLOYMENT:**

- Must be physically capable to meet the job's physical and work environment requirements (as determined by a physical requirements evaluation).
- Must have an ability and willingness to work outdoors, as required.
- Must be willing to work additional hours, after hour call-outs, and/or work out-of-town as required.
- Must successfully complete a Police Information Check & Drug & Alcohol testing.
- Must have and maintain a valid driver's licence and the use of a vehicle.

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**TESTING** To confirm ability for the position, applicants may be required to take tests related to the job requirements and duties of this position that may include the Physical Demands Testing which is conducted by an independent third party.

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