

## **DISTRIBUTION DESIGNER**

Asset Management & Engineering  
Office Staff Collective Agreement

Group VII: \$34.7134 to \$49.5906/hour (May 1, 2025 rates)

SYNERGY NORTH CORPORATION distributes electricity to approximately 50,000 residential customers and 6,000 commercial customers located in Thunder Bay and Kenora, Ontario. It is our mission to provide outstanding energy services in a safe, reliable, and trusted manner to our communities in order to power people's lives. To do this, we are continuing to build on our strong team of professionals and have a full-time, permanent position of Distribution Designer in Thunder Bay, Ontario.

SYNERGY NORTH invests in the safety and wellbeing of our employees. We provide a robust training program a comprehensive benefits package.

### **POSITION SUMMARY:**

Under the general direction and guidance of the Engineering Supervisor or designate, this position is responsible for planning, design, and coordination of distribution system enhancements, expansions, connections, and rebuilds and maintaining accurate electrical distribution system records and mapping.

- Prepares Project Work Packages including cost estimates, material lists, commissioning procedures and design/layout drawings and/or work instructions for SYNERGY NORTH capital and maintenance projects including customer driven projects.
- Obtains all required approvals from customers, developers, consultants, municipality, other utilities, railway, MTO, etc., to complete assigned projects.
- Initiates work order openings, closures, and project reviews for all SYNERGY NORTH capital and maintenance projects.
- Monitors costs associated with all assigned projects.
- 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.
- 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.
- Performs surveying and staking for the installation of SYNERGY NORTH plant, consulting with City survey crews and professional land surveyors.
- 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.
- Prepares scope of work, assists in pre-qualification and qualification process for contractors, and performs contract monitoring for SYNERGY NORTH capital and maintenance projects.
- 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.
- Perform the duties of the Distribution Technician as required.
- 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 have and maintain a valid driver's license and the use of a vehicle. The candidate must be willing to work overtime and/or remotely as required and be physically capable to visit and inspect worksites. Must be willing to travel and work out of town as required. Must successfully complete a Police Information Check and Drug & Alcohol testing.

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

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Internal and External applications including detailed resume and outline of qualifications are being reviewed starting **June 17, 2025** and will continue to be accepted by the Human Resources & Safety Division until position is filled.

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