SYNERGY NORTH
THE POWER OF THE NORTH

JOB BULLETIN

DISTRIBUTION DESIGNER – Up to 2 positions

Asset Management & Engineering
Office Staff Collective Agreement
Group VII: $35.7548 to $51.0783/hour (May 1, 2026, 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 up to two full-time, permanent Distribution Designer positions 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.

What You Will Do:

Reporting to the Engineering Supervisor or designate, the Distribution Designer is responsible for planning, designing, and coordinating electrical distribution system projects, including new connections, system upgrades, expansions, and rebuilds.

- 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 issue the required permits.
- Prepares Offers to Connect for Expansions/Enhancements and new customer connections. Advises and works with Finance Department 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 public.
- Performs other such related duties as may be assigned.

Qualified Candidates Will Possess:

- Diploma in Electrical Engineering Technology or an equivalent combination of education and relevant experience.
- Certified Engineering Technologist (C.E.T.) designation in Ontario, eligibility to obtain the designation, or an approved equivalent.
- Proficiency in Microsoft Office applications and the ability to work with technical software.
- Strong organizational, analytical, interpersonal, and communication skills.
- Basic surveying and field measurement skills.
- Demonstrated commitment to safety, customer service, teamwork, and continuous improvement, with the ability to meet applicable competency requirements under the Occupational Health and Safety Act.

The Following Would Be Considered Assets:

- At least three years of experience in electrical utility, distribution system, or engineering design work.
- Demonstrated pole line analysis skills, including experience with pole analysis and conductor sag software.
- Direct experience within an electrical utility, preferably in an electrical distribution environment.
- Demonstrated drafting skills, including experience with AutoCAD and GIS design tools.
- Working knowledge of accounting principles, including cost estimating, budgeting, and job cost control.
- Experience working safely around high voltage equipment.
- Strong understanding of electrical and power engineering theory and utility design principles.
- Strong knowledge of applicable electrical legislation, codes, standards, and utility construction practices.
- Strong knowledge of construction techniques, procedures, applicable construction legislation, and regulatory requirements.
- Ability to read and interpret construction drawings, technical specifications, and design standards.

Working Conditions and Employment Requirements:

- Must obtain and maintain the C.E.T. designation or an approved equivalent.
- Valid Ontario Class G driver's licence and access to a reliable vehicle.
- Willingness to work overtime, travel, and work in remote or out-of-town locations as required.
- Ability to work independently in field environments and safely perform the essential duties of this safety-sensitive position.
- Successful completion of pre-employment screening, including a Police Information Check and drug and alcohol testing.

What We Offer:

At SYNERGY NORTH, we offer competitive compensation, comprehensive benefits, ongoing training and professional development, and a supportive team environment. You'll have the opportunity to grow your career while contributing to the safe and reliable delivery of electricity to the communities we serve**. Join our team and help power people's lives every day.**

Applicants are invited to email a single PDF document containing their resume and cover letter to **recruit@synergynorth.ca**
Visit synergynorth.ca/careers for a complete position description. Applications will be reviewed starting **November 13, 2026,** and will continue to be accepted until position is filled. This position is currently vacant, artificial intelligence may be used in the screening process.

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

POSITION DESCRIPTION

POSITION TITLE:	**Distribution Designer**
DIVISION:	Asset Management & Engineering
AFFILIATION:	IBEW Inside Agreement

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, rebuilds and maintaining accurate electrical distribution system records and mapping. The Distribution Designer will:

1. Prepare 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.
2. Obtain all required approvals from customers, developers, consultants, municipality, other utilities, railway, MTO, etc., to complete assigned projects.
3. Initiate work order openings, closures, and project reviews for all SYNERGY NORTH capital and maintenance projects.
4. Monitor costs associated with all assigned projects.
5. Liaise 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.
6. Liaise with Third Party Joint Use applicants to review their designs, ensures that they meet the requirements of Ontario regulations, and issues the required permits.
7. Prepare Offers to Connect for Expansions/Enhancements and new customer connections. Advises and works with Finance Department in the preparation of any required Economic Evaluations related to the Offers to Connect.
8. Perform surveying and staking for the installation of SYNERGY NORTH plant, consulting with City survey crews and professional land surveyors.
9. Coordinate 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.
10. Prepare scope of work, assists in pre-qualification and qualification process for contractors, and performs contract monitoring for SYNERGY NORTH capital and maintenance projects.
11. Ensure SYNERGY NORTH's Conditions of Service, Standards, and Procedures are applied accurately and consistently for all projects.
12. Coordinate and liaises with other utilities, the Power Line Department, contractors, and the public.
13. Perform other such related duties as may be assigned.

COMPETENCIES

1. Safety Leadership
2. Communication
3. Teamwork, Collaboration and Relationship Building

4. Planning, Coordination and Organization
5. Technical and Operational Expertise
6. Problem Solving, Decision Making and Critical Thinking
7. Customer Focus

Accountability

MANDATORY QUALIFICATIONS & EXPERIENCE

1. Diploma in Electrical Engineering Technology, or an equivalent combination of education and relevant experience.
2. Registered as a Certified Engineering Technologist (C.E.T.) in Ontario nation, or eligibility to obtain the designation or approved equivalent
3. Demonstrated proficiency in the use of computers, including Microsoft Office applications.
4. Demonstrated commitment to safety, continuous improvement, customer service, and teamwork.
5. Excellent interpersonal, organizational, and verbal and written communication skills.
6. Basic surveying and field measurement skills.
7. Must be competent within the meaning of the Occupational Health and Safety Act.

PREFERRED QUALIFICATIONS & EXPERIENCE

1. At least three years of experience in electrical utility, distribution system, or engineering design work.
2. Demonstrated pole line analysis skills, including experience with pole analysis and conductor sag software.
3. Direct experience within an electrical utility, preferably in an electrical distribution environment.
4. Demonstrated drafting skills, including experience with AutoCAD and GIS design tools.
5. Working knowledge of accounting principles, including cost estimating, budgeting, and job cost control.
6. Experience working safely around high voltage equipment.
7. Strong understanding of electrical and power engineering theory and utility design principles.
8. Strong knowledge of applicable electrical legislation, codes, standards, and utility construction practices.
9. Strong knowledge of construction techniques, procedures, applicable construction legislation, and regulatory requirements.
10. Ability to read and interpret construction drawings, technical specifications, and design standards.

CONDITIONS OF EMPLOYMENT

1. Obtain and maintain the CET Designation (or equivalent)
2. Must have and maintain a valid Class G driver's license and access to a reliable vehicle.
3. Must be willing and able to work overtime, remote, out of town and travel as required.
4. Must be capable of working independently in the field.
5. Must be fit for duty and able to safely perform the essential duties of this safety sensitive position.
6. Must successfully complete pre-employment screening requirements, including a Police Information Check and Drug and Alcohol testing.

DEPT APPROVAL:	K. BAILEY	**HR APPROVAL:**	A. KEMBEL
EFFECTIVE:	July 22, 2026	**SUPERSEDES:**	Feb 2018, Sept 2007