



# Assistant Manager of Field Operations

*"Excellence in Energy Solutions"*

Saint John Energy is an innovative, customer-centered, distribution utility serving the ratepayers and citizens of Saint John New Brunswick since 1922.

Saint John Energy is guided by the following seven principles: Safety, Results-Driven, Accountability, Customer-Focused, Teamwork, and Honesty, Integrity and Respect. Above all else though, the Safety of our employees and our community is more important than any business interest and is our number one priority.

**Applications are invited for the position of "Assistant Manager of Field Operations".**

The Assistant Manager of Operations is responsible for the ongoing construction, operation and maintenance of Saint John Energy's distribution system. This position will process, review and assign detailed work plans as well as prepare schedules and supervise the activities of all field crews associated with the Operations Department on a daily basis.

This position is responsible for preparing monthly written and, more frequently, verbal reports to the Manager of Operations on the Department's progress towards achieving its assigned goals. The Assistant Manager of Operations will perform the duties of the Manager of Operations in his absence. This position commands a high degree of responsibility and autonomy and must maintain a high level of business decorum and confidentiality.

**The employment requirements for this position are:**

- Recognized post-secondary diploma or equivalent work experience
- Must possess Trade Ticket in the utility industry
- Must have exemplary verbal and written communication skills
- Ability to interpret and implement company policies and procedures, as well as the I.B.E.W., Union Agreement
- Very diverse duties, requiring accuracy and attention to details at all times
- High level of multi-tasking, requiring excellent time management skills and the ability to prioritize tasks
- Ability to supervise unionized employees, including organizing, prioritizing and scheduling work assignments
- Possess valid driver's licence

**The Job Duties for this position are:**

**Duties:**

- Schedules the daily tasks of all crews and authorize the validity of all Operations Department work reports and time slips;
- Supervises PLT Apprentice training;
- Ensures that provisions of the Collective Agreement, Local 1524, IBEW are properly executed;
- Oversees the daily operation of Saint John Energy's distribution system, including supervising the restoration of power on a 24-hour basis;
- Ensures that all work is carried out in accordance with all applicable safety codes and regulations, as well as in compliance with Saint John Energy policies and procedures
- Ensures that staff is capable and fit to undertake the work assigned to them and that they are supplied with properly maintained tools and equipment for the task;
- Provides input into the design of the distribution system, assure the proper installation of distribution plant and, following completion, review projects to identify deficiencies, practices and methods that could be improved;
- Examines plans and details from Detailers for accuracy and completeness, as well as review engineering designs for practical application and safety;
- Engages private contractors as required;
- Ensures that all required approvals have been obtained from the authorities having jurisdiction, prior to the commencement of any work, and that all buried facilities has been located prior to excavation;
- In conjunction with the Distribution Control Centre, carries out switching and protection orders as required, including arranging for notification of customers for planned power interruptions;
- Evaluates customers' complaints and implement corrective action;
- Performs visual inspections of Saint John Energy's distribution system to identify and recommend such maintenance activities as are necessary including, but not limited to:
  - Substation Routine Maintenance
  - Line Clearing
  - Pole Replacement
  - Conductor Replacement
  - Corrections of Hazards

**For more details see the attached job description**

**Applications, which must include an up to date resume, should be made in writing to Human Resources no later than 3PM on Tuesday, January 29<sup>th</sup> and clearly marked as "Assistant Manager of Field Operations".**

**Saint John Energy  
Attention: Dave Horgan, Manager Shared Services  
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