

ASSET MANAGEMENT & PLANNING TECHNICIAN

Elexicon Energy is the fourth-largest municipally owned electricity distributor in Ontario. Our mission is to provide our customers with reliable, affordable energy services and to continuously improve to meet their needs, while ensuring the needs of our shareholders are met through sustainable growth.

As the Asset Management & Planning Technician, the successful candidate will join Elexicon Energy's Planning & Standards Team and will play a key role in our day-to-day operations, projects and initiatives that will support our vision of empowering the communities we serve and help customers seize opportunities to ignite a better future. This is an exciting time to join this growing team as we develop the strategies and plans to support a new brand and vision for customer centricity and operational excellence!

The successful candidate will display a track record that mirrors Elexicon Energy's values of safety, kinship, responsiveness, competence, and mindfulness; and will espouse our motto of "response-ability" in their approach to work:

This position initially reports to the Supervisor Planning and Standard Manager at the Ajax location and is responsible for the daily activities as follows:

DUTIES AND RESPONSIBILITIES

Substations

- + Plan, prepare, review, coordinate and manage Substation rehabilitation and construction projects from start to finish. Prepare contracts and work order packages (including design, cost estimates, material lists, job issues, drawings and service layouts) and obtain all necessary approvals required for construction in accordance with approved standards. Monitor progress of projects and prepare reports, as required.

Asset Management

- + Participates in gathering, developing and maintaining key asset condition information that is used in the capital planning process.
- + Participates in database development by gathering information for assets and other new and old data and information needed to allow end user reporting tools to function effectively.
- + Participate in the development of procedures and processes to collect and maintain data records.
- + Develop equipment records by associating the manufacturer's maintenance recommendations with the equipment records. Working with staff in Operations Technology & Innovation, define, compile, and incorporate these maintenance activities into the Geographic Information System (GIS) to be utilized by the end user reporting tools.

- + Complete Business case documentation, supported with comparisons to alternate solutions.
- + Review and update ongoing Maintenance program data collection requirements, as required, to ensure recommended condition information is gathered.
- + Ensure that “as built” conditions are reflected in drawings, files, system operating maps, and the GIS for all equipment and projects as assigned.
- + Prepare and issue material lists, cost estimates, inspections, work orders, work instructions, maps and drawings for assigned maintenance programs and activities.
- + Prepare, issue, review and recommend for award Requests for Pricing (RFPs) for programs/activities to be completed by outside contractors.
- + Manage assigned maintenance programs/activities through ongoing administration and monitoring of activities, progress, costs and billing completed by both company staff and outside contractors.
- + Maintain and promote a positive, progressive and professional workplace, and the company, in its image and role in the community. Regular interaction with customers is expected and must be conducted professionally and courteously as a representative of Elexicon.
- + Respond promptly and effectively to all internal & external inquiries.
- + Report verbally or in writing as required on all activities to the Supervisor.
- + Liaise with other Departments and other Elexicon affiliates as necessary for the efficient completion of the Technician’s work and assist others in the completion of theirs.
- + Be familiar with CEA, CSA, IHSA (was E&USA), ESA, IEEE, NETA, etc as they relate to the Technician’s work or the systems being worked on.
- + Incorporate appropriate asset replacement/upgrade plans into the annual Capital program.
- + Participate in the Health and Safety programs / meetings / trainings as sanctioned by the Organization or the Department and meet or exceed the workplace safety and health related goals.
- + Other duties as assigned.

Capital Program Support

- + Develop and maintain a project tracking list for all assigned projects
- + Liaise with other departments, auditors and other stakeholders on financial, operational, scheduling and coordination matters as it applies to the position functions and corporate objectives
- + Monitor project status and progression through the project lifecycle and advise on project issues related to timing, costs, and documentation
- + Analyze and report on project costs to identify deviations in actual costs to the estimate.
- + Compile and maintain the Capital project plan through entry of information of data into reporting systems, (such as Great Plains, Worktech, Quadra and Excel etc.) as appropriate.
- + Produce capital budget update documents/summary reports to be used in Quarterly Capital project reviews.

- + Monitor and modify the annual capital budget in response to Quarterly Capital update meetings and supply updated budget and change summary information to Corporate Planning and/or the Finance Department.
- + Provide other documentation, as required, to support annual Capital program planning and execution.
- + Represent at meetings with agencies as required (e.g. Hydro One, IESO etc.)
- + Support the planning group in preparing, analytics, policies, procedures and workflows
- + Prepare correspondence to stakeholders as directed
- + Participate in improving engineering processes and update or develop workflows

Planning

- + Monitor and report on System Capacity and constraints, feeder performances, load and customer forecasts, reliability and outages, etc. using available tools, models and resources.
- + Liaise with external contacts (municipalities, customers, consultants and contractors, IESO, Hydro One, stakeholders etc.)
- + Develop and maintain Distribution System schematics and models (e.g. CYME)
- + Complete and/or review Business Case and Capital Project Prioritization and Scope documentation, supported with comparisons to alternate solutions
- + Prepare detailed estimates and drawings / schematics for Capital projects.
- + Identify impacts that may affect construction scheduling (e.g. distribution system loading, back-up system security, long lead equipment procurement etc.)
- + Assist Distribution Engineer in completion of fault level requests, fusing coordination studies, update of system loading reports, Connection and System Impact assessments, DER /Energy Storage requirements and other tasks as assigned by the Distribution Engineer.
- + Coordinate implementation of Embedded Generation, Energy Storage and other Renewable Energy projects. Prepare and maintain all related contracts and coordinate with Customer Experience Department wrt billing and account set up in CIS, as required.
- + Respond promptly and effectively to all internal & external inquiries.
- + Participate in the Health and Safety programs / meetings / trainings as sanctioned by the Organization or the Department and meet or exceed the workplace safety and health related goals.
- + Prepare presentations and communicate information to company staff at training sessions and safety meetings.
- + Assist in the investigation and follow up of new material and products.
- + Assist in the investigation and follow-up of equipment failure and reliability data. Report on equipment/material performance statistics and maintain relevant database of the same.
- + Respond promptly and effectively to all internal & external inquiries.
- + Other duties as assigned.

KEY SKILLS & QUALIFICATIONS

- + Excellent knowledge of electrical power basics and relevant Codes/Standards
- + Knowledgeable in OEB maintenance requirements
- + Proficient in other Microsoft Office Applications (Microsoft Word, Microsoft Excel, Microsoft Outlook, etc.) and Computer Assisted Design (CAD) systems
- + Ability to read technical drawings
- + Knowledge of GIS systems
- + Knowledge of utility related construction practices
- + Knowledge of Ontario Regulation 22/04
- + Project Management skills
- + Excellent communication skills with a strong commitment to providing customer service
- + Must possess and maintain a valid Driver's License.
- + Working knowledge of System analysis tools (e.g. CYME, DESS etc.) would be considered an asset.

MINIMUM REQUIREMENTS

- + 3-year post-secondary diploma Electrical Technologist
- + O.A.C.E.T.T. designation as a Certified Engineering Technician or Technologist in the Province of Ontario in the Electrical discipline
- + Possess a valid Ontario Class G Drivers' license with a good driving record
- + 5 to 7 years relevant experience

Interested and qualified applicants are encouraged to submit their resume to:

hr@elexiconenergy.com . Please quote position title that you are applying for in the subject line of your email.

Elexicon's Vaccination Policy requires confirmation of full vaccination status as a condition of employment.

Please note that accommodations can be provided upon request. Only the candidates who meet the qualifications and experience for the position will be contacted for an interview. We thank you for your interest in Elexicon Energy.