

	Northern Ontario Wires Inc. Job Description
Job Title:	General Manager
Reports To:	The Board

November 2022

Northern Ontario

Enjoy living in a fast-growing northern community, while being part of a dynamic distribution company, with a provincial efficiency rate of “1”. Northern Ontario Wires Inc. services the municipalities of Cochrane, Iroquois Falls and Kapuskasing, all located along the Trans-Canada corridor. The primary industries in the area are mining and forestry. The cost of living and the housing market is considerably less than our southern counterparts and we offer a large range of outdoor activities, including having the best snowmobile trails in the north. Join our team and experience our northern hospitality first-hand.

Position Summary

As the General Manager and senior officer carrying the required fiduciary duties, this individual shall plan, direct, manage, and oversee all activities and operations of the distribution company, including safety, environment, administration, organization, employee performance and development, efficiency, productivity, customer service, public relations, and personal development.

This position works both in an office and outside environment in Cochrane, Kapuskasing and Iroquois Falls, and may require irregular hours of work and travel from the employee’s regular place of work, involving various accommodations and methods of travel.

Major Responsibilities

Operations Role

- Directly oversee the operations of the corporation, including maintenance, engineering, construction, procurement, metering, and human resources.
- Direct and supervise operational staff (approximately eight staff members), including scheduling of work, staff training, development, hiring, new hire orientation, health and safety as per OHSA, corporate policy and other regulatory compliance, performance management, performance review, coaching/ mentoring, responding to bargaining unit grievances as required by the Collective Agreement, timesheet review and approval, and overtime/ vacation authorization.
- Monitor operational staff to ensure the safe and effective operation of equipment, maintenance standards and expectations, including seasonal work.
- Manage the planning, engineering, design and construction of additions and upgrades to distribution plant.

- Create and maintain a building and properties maintenance program for all utility facilities and inspecting all facilities to ensure necessary maintenance work is performed and completed.
- Ensure work that is performed is environmentally safe and efficient.
- Indirectly oversee customer service, billing, communications, finance, administration, legal matters, regulatory affairs, and information services.
- Coordinate the corporation's activities with local municipalities and affiliates to ensure the efficient and effective maintenance and replacement of the distribution and municipal-owned infrastructure.

Senior Officer Role

- Ensure the maximum efficiency and effectiveness of the corporation and determine appropriate staffing requirements.
- In collaboration with the Board of Directors, develop and implement strategic planning for the corporation.
- Ensure the preparation of financial statements, operating and capital budgets, for approval by the Board.
- Stay apprised of changes in legislation, regulations, rules, policies, and issues that may affect the operation of the corporation, while ensuring compliance.
- Ensure that the reliability, availability, quality, and other performance of the distribution system meets the requirements of the regulatory authority (IESO/ OEB).
- Develop, review, and recommend new policies for the approval of the Board, as required.
- Develop, review, revise and approve procedures for the corporation.
- Prepare and present reports to the Board of Directors.
- Negotiate and manage the Collective Agreement (as applicable).
- Set operational targets and controls; define and evaluate key performance measures.
- Oversee all inter-company relations and contracts (Services Agreements)
- As the official link between the Board and employees, ensure effective, formal communication and appropriate sharing of information.

Skills and Competencies

- Excellent oral, written and presentation skills.
- Demonstrated ability to analyze complex problems and adapt to new and rapidly changing situations.
- Ability to plan and organize the affairs of the corporation to align with its strategic plan and vision.
- Relationship builder, dealing with employees, customers, community groups as well as municipal and regulatory bodies.
- Strong team player, effective managing in a unionized environment with skilled technical resources.

Required Knowledge, Experience, and Education

- Diploma in Electrical Engineering Technology or Electrical Technician or Bachelor of Science Degree in Electrical Engineering is preferred. The above-preferred education requirements may be substituted with a four (4) year Provincial Trades Certificate with appropriate additional training and experience.
- Minimum ten years electrical industry experience, preferably in a utility or power systems related environment, with progressive management experience or equivalent.
- In-depth knowledge of electrical distribution systems, specifically with respect to the design, maintenance, and operation of overhead and underground systems; substations, metering systems and generator connections.
- Thorough understanding and knowledge of E&USA (IHSA) Safety Rules, the Utility Work Protection Code, the corporation's health and safety policies and all other applicable safety legislation, regulations, rules, and industry practices.
- Experience in rate filings/ applications and regulatory compliance in distribution/ energy, telecommunications or utilities industry is an asset.

Salary and Benefits

Northern Ontario Wires Inc. offers a comprehensive benefits package, including dental, vision and drugs. The corporation is also a member of Ontario Municipal Employees Retirement System (OMERS).

Salary commensurate with experience: \$115,860 - \$130,401 annually

Interested individuals invited and required to submit their résumé detailing related education, qualifications, and experience no later than **Wednesday, December 21, 2022, at 12:00 noon** to:

Roxanne DesRoches, Executive Assistant
Roxanne.desroches@nowinc.ca