

# Qulliq Energy Corporation Job Description

## **POSITION TITLE**

Junior Operator – C400JO

## **REPORTS TO**

Operations Supervisor – Iqaluit

## **DIRECT REPORTS**

There are no direct reports to this position.

## **LOCATION**

Iqaluit, Nunavut

## **POSITIONAL OBJECTIVE**

The Junior Operator is responsible for performing a variety of material handling, cleaning and routine general laboring activities. These activities are varied in nature and may be performed with minimal supervision. The Junior Operator may assist Plant Operators in the daily routine of plant operation, maintenance, plant upkeep and record keeping. The position will involve learning plant practices and processes. All work performed will adhere to QEC's Health and Safety codes and practices.

## **KEY ACCOUNTABILITIES**

### **Plant Operations and Maintenance**

- Performs general maintenance of buildings and plant equipment.
- Cleans plant and surrounding grounds.
- Moves, sorts and piles materials and products either manually or using powered equipment.
- Assists operations and maintenance staff in operating, repairing and maintaining plant equipment.
- Performs general duties such as basic construction, painting and other manual tasks.
- Pumps out berms as required.
- Performs digging as required for various projects.
- Sands and paints plant equipment.
- Requests repairs and/or replacement, or emergency repairs, as required.
- Coordinates with Plant Operators, the preparation of waste material for the annual sealift.
- Carries out housekeeping duties to ensure a clean, secure and safe work environment.
- Maintains the Plant Yard and Fuel Berm to a high level of operational readiness and cleanliness.
- Performs routine scheduled maintenance – such as oil and filter changes and sample tests as required.

## **DIFFERENTIATING ACCOUNTABILITIES**

Position is similar to the Trades Helper.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent verbal and written communication skills
- Self-directed, innovative and highly motivated
- Excellent problem solving and analytical skills
- Ability to establish and maintain professional relationships
- Ability to prioritize
- Manual skills to complete basic repairs
- Ability to work with minimal supervision
- Knowledge of Workplace Hazardous Materials Information System (WHMIS) and Safety Data Sheet (SDS)
- Knowledge of the Nunavut culture, language, and land is considered an asset
- Ability to speak Inuktitut, Inuinnaqtun, and/or French is an asset

## **EDUCATION AND EXPERIENCE**

- High school education – minimum Grade 12
- Experience in the production and distribution of power
- Current WHMIS and SDS training or be willing to complete the training at the earliest opportunity
- A valid Class 5 driver's license and a clear drivers abstract
- Vocational education related to power generation or distribution preferred

## **KEY CONTACTS**

### **Internal Contacts**

- Plant Operator
- Assistant Operator
- Operations Supervisor
- Maintenance Supervisor
- Director of Operations

### **External Contacts**

- Suppliers
- QEC Customers
- Contractors

## WORKING CONDITIONS

### Physical Demands

The position involves occasional heavy physical work. Requires freedom of movement and heavy lifting, stretching, and pulling. Overhead lifting will be required.

### Environmental Conditions

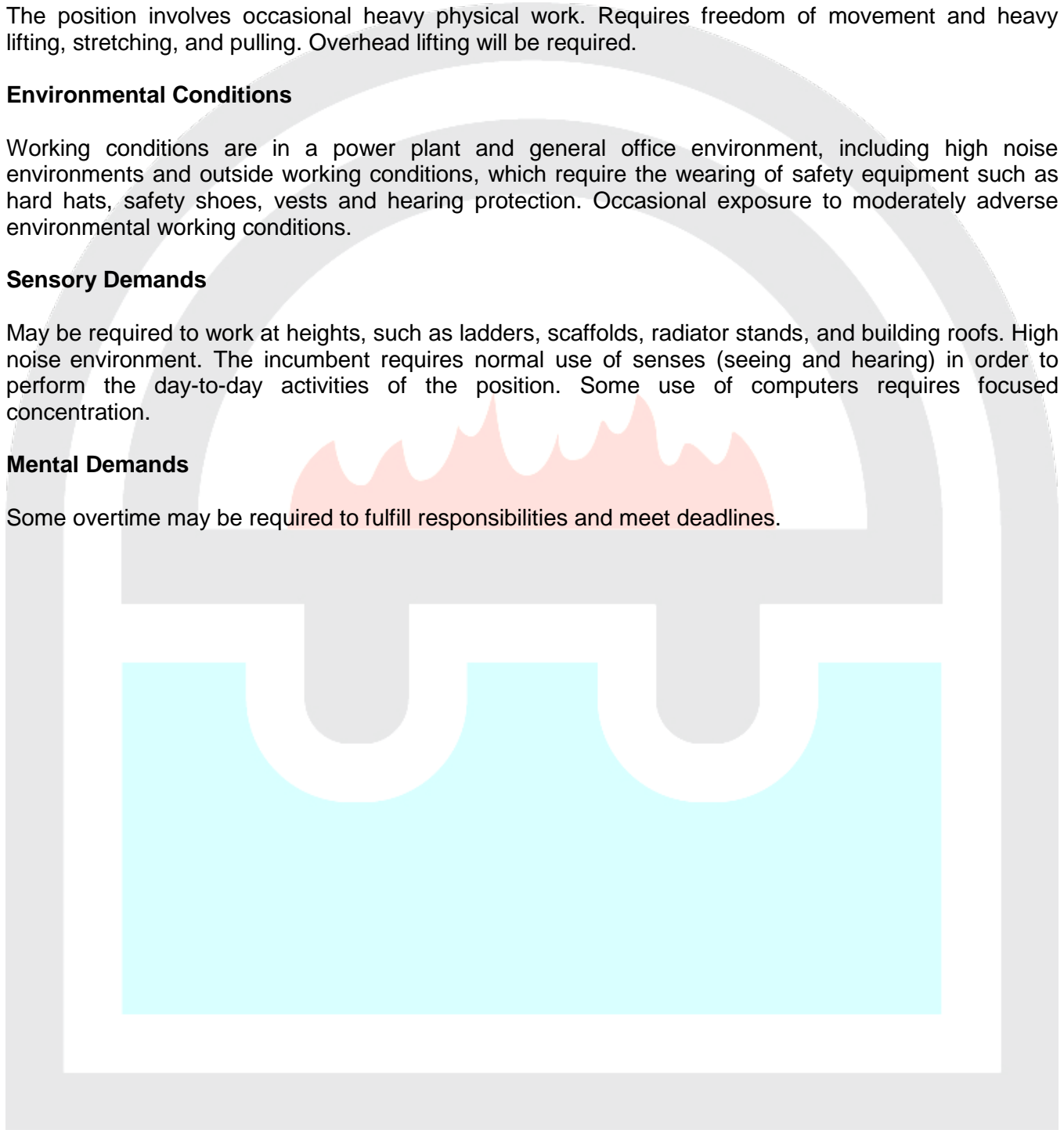
Working conditions are in a power plant and general office environment, including high noise environments and outside working conditions, which require the wearing of safety equipment such as hard hats, safety shoes, vests and hearing protection. Occasional exposure to moderately adverse environmental working conditions.

### Sensory Demands

May be required to work at heights, such as ladders, scaffolds, radiator stands, and building roofs. High noise environment. The incumbent requires normal use of senses (seeing and hearing) in order to perform the day-to-day activities of the position. Some use of computers requires focused concentration.

### Mental Demands

Some overtime may be required to fulfill responsibilities and meet deadlines.



**CERTIFICATION**

I have read and understand the responsibilities assigned to this position and approve the delegation of the responsibilities outlined herein.

\_\_\_\_\_  
Senior Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
President & CEO

\_\_\_\_\_  
Date

I have read and understand the responsibilities assigned to this position and accept the responsibilities outlined herein.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.