

GPL-HRD-013-SUP/Z2/A	OUTPUT FOCUS JOB DESCRIPTION		TRANSMISSION AND DISTRIBUTION DIVISION: Transmission and Distribution-Zone II
Position: Manager – Transmission & Distribution Zone 2 East, South and Central Demerara	Grade: SM	Incumbent:	Reports To: Divisional Director – Transmission and Distribution
Manages: T&D Engineers South, Central and East			

KEY OUTPUTS

- Monthly, quarterly and annually report on reliability and maintenance targets versus achievements.
- Quarterly and annual report on voltage profile and normal operating voltage limits on the medium voltage network.
- Monthly and quarterly analytical report from customer complaints received in the emergency data base.
- Quarterly reports on the health of transmission lines and distribution feeders including plans to improve feeder reliability.
- Monthly, quarterly and annual reporting of transmission and distribution facilities maintained, with recommendations for performance improvement.
- Monthly, quarterly and annual inventory reports of materials and tools.
- Department Budget – annual forecast of tools, materials, equipment and human resources
- Detailed maintenance work plans and schedules that support efficient use of resources.
- Annual expansion plans for electrification of unserved load areas and customers with projection of budget and milestones.
- Recommendations to Executive Management on future actions and strategic initiatives in power delivery.

KEY RESPONSIBILITY AREAS:

1. Develop and maintain a delivery system to provide reliable electricity service to customers as seen by SAIFI and SAIDI measures trending favorably.
2. Oversee scheduled maintenance of the transmission system and distribution feeders; ensure facilities remain in a good state of repair; ensure customer service interruptions are minimized to the extent practicable.
3. Maintain voltage profiles on the distribution network within limits.
4. Ensure transformers, feeders and spurs are optimally loaded to minimize technical losses.
5. Ensure that the transmission towers are maintained and tested to guarantee structural soundness.
6. Ensure that route clearing, bridge maintenance/construction, road/dam maintenance are done to maintain access to the transmission and distribution network.
7. Work with other utilities and key stakeholders to address shared operational concerns.
8. Ensure that damaged network assets are replaced or repaired promptly by the application of standard practices for workmanship.
9. Oversees response to emergency outages, ensures that network assets are replaced or repaired expeditiously and within standard practices for workmanship, to restore customer service with minimal delay.
10. Prioritize workload, oversee development of work plans and schedules and ensure efficient allocation of resources for maintenance of transmission lines, distribution feeders and secondary networks.
11. Promote safe work practices and proper use of safety gear and equipment. Maintain department compliance with all safety regulations and policies.
12. Evaluate technical and cost options for the purchase of materials, equipment and services for the delivery of power. Oversee procurement of supplies and equipment for the department.

13. Develop department budgets that are aligned with the Corporate Strategic Plan and corporate goals and objectives. Ensure work plans support the budget.
14. Establish highly effective relationships that advance business goals and objectives with Executives, Managers, employees, contractors, and customers. Manages barriers that hamper inter- and intra-department communications.
15. Ensure that maintenance work done as well as the installation, failure and replacement dates of major components are properly recorded.
16. Keep abreast of the state of the power distribution and transmission art and emerging technologies as they relate to designs, structures and configurations, methods, practices, tools, and safety.
17. Ensure that operations and other activities within the department are in conformity with ISO standards and with the company's documented procedures; facilitate process improvements as needed.
18. Execute electrification projects that are authorized and handed to the department by Executive Management or the Design and System Planning Department.
19. Oversee and certify electrification projects from the Design and System Planning Department, for private or government sponsored housing developments.
20. Inform Executive Management on all major developments and where appropriate, any emerging crises on the network.
21. Keep track of significant operational risks within the department, to ensure that they are assessed and that suitable responses are put in place.
22. Work with Area Engineers to detect sources of losses within the region(s) and apply suitable counter measures or recommend such measures to Executive Management.
23. Administer the Performance Management System within the department to evaluate performance and enhance the development of each employee. Conduct continuous assessment and monitoring of staff work performance and take steps to correct poor work performance.
24. Investigate safety and health infractions and prepare written reports.
25. Determine the specification for the require spares, equipment and supplies to maintain the system and to participate in the evaluation of the bids to determine the best suppliers.
26. Perform any other duties that may be assign to you within the scope of your employment by a duly authorized officer.

Required Competencies:

Core/ Leadership	Skill Level & Importance		Description/Behaviours
Adaptability & Managing Change	3	H	<ul style="list-style-type: none"> • Recognizes how prior knowledge and skills apply to complex or new circumstances. • Develops innovative ways of applying technical/ professional knowledge to handle new challenges. • Demonstrates commitment to continuous learning and growth to develop knowledge and expertise.
Decision-Making / Analysis & Problem Solving	3	H	<ul style="list-style-type: none"> • Makes complex decisions for which there are no set procedures. • Develops innovative solutions that address the root cause of the problem and prevent recurrence. • Aligns decisions with organizational goals, direction, ethics and values. • Anticipates obstacles and thinks ahead about steps. • Makes sound business decisions when faced with complex and contradictory alternatives • Defines, communicates and consistently exemplifies the organization's values & ethics.
Financial	3	H	<ul style="list-style-type: none"> • Applies sound principles of financial and business management to identify and quantify potential risks and



Responsibility & Value Creation			<p>returns of options being evaluated.</p> <ul style="list-style-type: none"> • Understands and communicates the implications of business decisions on the “bottom line”. • Develops accurate financial plans and budgets. • Uses business case analysis models to evaluate alternatives. • Relates plans and estimates to operating and capital budget. • Regularly evaluates work unit efficiency using financial indicators.
Safety Focus	3	H	<ul style="list-style-type: none"> • Serves as a model of safe behaviour. • Continuously builds awareness and understanding of safety issues. • Recommends and or improves occupational safety and health procedures to protect and maintain workers’ physical and mental health. • Demonstrates and explains safety equipment and /or procedures. • Confronts others about safety concerns and/or violations.
Teamwork Oriented	3	H	<ul style="list-style-type: none"> • Proactively solicits ideas and opinions and shares information and learning with others. • Addresses conflicts or issues within the team in a positive and open manner. • Provides clear feedback to team members. • Uses understanding of different interests and agendas to achieve positive outcomes. • Engages others in collaborative problem solving, encouraging them to share their ideas and opinions. • Is open, sincere, and empathetic in dealing with all individuals and in all circumstances.
Leading And Managing People	3	H	<ul style="list-style-type: none"> • Sets a strong example through own behaviour. • Encourages an environment that fosters mutual support. • Gives specific feedback and expresses expectations for future performance. • Encourages and acts upon feedback to self. • Provides guidance, counsel, direction, and assistance to employees. • Provides challenging assignments and specific opportunities to broaden employees’ skills and experiences.

Technical/ Functional Competencies:

Technical/Functional	Skill Level B, W, A,E
Effective and persuasive leadership style; comfortable at all levels of an organization. Demonstrated ability to work effectively with team/work groups to accomplish goals	A
Be conversant with the Policies and Code of Practice, Occupational Safety Health and Environmental Practices	A
Excellent analytic skills and the ability to systematically identify appropriate research methodologies for addressing key issues to ensure results support informed decision making.	A
Reporting and Presentation Skills	W
Proficient with Microsoft Office Suite or related software.	W
Life Cycle Cost Application	W

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Bachelor's degree in Electrical Engineering with specialization in electric power engineering with at least ten (10) years of experience as a transmission and distribution engineer in a large power utility

Legend:

H:	High Requirement. Required performance could not be achieved without demonstration of this competency.
M:	Medium Requirement. Required performance would be difficult to attain without demonstration of this competency.
L:	Low Requirement. Required performance is not dependent on demonstration of this competency.
B-1, W-2, A-3, E-4:	The skill level required for effective performance. Skill levels are defined in the Competency Model
B:	Basic – Brief, general familiarity. Understanding of where knowledge can be applied, but limited on-the-job application.
W:	Working – Detailed familiarity and understanding. Proficient in applying the knowledge and skills for regular job requirements.
A:	Advanced – Comprehensive understanding (in-depth familiarity with fine points). Able to handle complex or non-routine applications.
E:	Expert – Comprehensive and conceptual understanding. Expert, “go to” resource, can handle highly complex problems or Situations.

This document is validated as an accurate and true description of the job as signified above.

Employee Sign Date

Supervisor Sign Date

Head of Department/Division Sign Date

Date received in Human Resource Division

Date Created/revised