



GPL-HRD-001/19 (M)	OUTPUT FOCUS JOB DESCRIPTION		Transmission and Distribution-Zone III
Position: Network Manager-Zone III (Essequibo & West Demerara)	Grade: Senior Manager	Incumbent:	Reports To: Power Generation & Delivery Divisional Director
Manages: T&D Engineers - Anna Regina, Bartica, Leguan, Wakenaam and West Demerara			

JOB PURPOSE: To manage the maintenance, modification, system improvements, operation and extension of the transmission and distribution networks throughout Zone III (Essequibo and West Demerara) for the purposes of making the delivery of the transmission and distribution network reliable, efficient and effective.

KEY OUTPUTS

1. Monthly, quarterly and annually report on reliability and maintenance targets verses achievements.
2. Quarterly and annual report on voltage profile and normal operating voltage limits on the medium voltage network.
3. Monthly and quarterly analytical report from customer complaints received in the emergency data base.
4. Quarterly reports on the health of transmission lines and distribution feeders including plans to improve feeder reliability.
5. Monthly, quarterly and annual reporting of transmission and distribution facilities maintained, with recommendations for performance improvement.
6. Monthly, quarterly and annual inventory reports of materials and tools.
7. Department Budget; annual forecast of tools, materials, equipment and human resources
8. Detailed maintenance work plans and schedules that support efficient use of resources.
9. Annual expansion plans for electrification of unserved load areas and customers with projection of budget and milestones.
10. 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, 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 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. Performs any other duties as directed by the Power Generation and Delivery Divisional Director.

Required Competencies

Core/ Leadership	Skill Level & Importance		Description/Behaviours
Adaptability and Managing Change	3	H	<ul style="list-style-type: none"> ➤ Helps others adapt to a changing environment and to embrace change. ➤ Promotes the benefit of a proposed change ➤ Takes time to question, understand and speak to the underlying needs of stakeholders beyond those initially expressed. ➤ Makes/recommends changes to work processes or systems to improve business results. ➤ Develops plans and prioritizes resources to effectively implement change. ➤ Remains focused on the desired outcome to help self and others implement change.
Applying Learning	3	H	<ul style="list-style-type: none"> ➤ Recognises 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.

Communication	3	H	<ul style="list-style-type: none"> ➤ Tailors the content of speech and written communication to suit the level, cultural background and experience of the audience. ➤ Establishes communication plans and strategies. ➤ Anticipates and prepares for others reactions, adapting tactics to create a specific impact. ➤ Communicates complex issues clearly and credibly with widely varied audiences.
Creativity and Innovation	3	H	<ul style="list-style-type: none"> ➤ Looks ahead and spots opportunities/obstacles to develop new approaches and services to meet organizational needs. ➤ Encourages others to challenge traditional approaches. ➤ Asks thought provoking questions to spark others' creativity. ➤ Supports and works with others to produce innovative solutions. ➤ Recognises and rewards creative thinking and innovation.
Customer Service	3	H	<ul style="list-style-type: none"> ➤ Takes time to question and understand the real underlying needs of customers beyond those initially expressed. ➤ Monitors customer satisfaction and makes/recommends changes to work processes or systems to improve results or services. ➤ Focuses resources on priority areas and/or key customer groups. ➤ Always works closely with customers, developing an independent view of their needs and acting in their long-term interest.
Decision-Making	3	H	<ul style="list-style-type: none"> ➤ Makes complex decisions for which there are no set procedures. ➤ Develops innovative solutions which 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 decision when faced with complex and contradictory alternatives. ➤ Defines, communicates and constantly exemplifies the organization's values and ethics.
Financial Responsibility and Value Creation	2	H	<ul style="list-style-type: none"> ➤ Understands the current cost of work processes and programmes. ➤ Balances cost versus benefit in taking action or making cost related decisions. ➤ Prepares accurate cost estimates and schedules. ➤ Monitors the budget, tracks cost and revenue where appropriate. ➤ Takes corrective action as required. ➤ Monitors to ensure efficient and appropriate use of resources. ➤ Continuously looks for methods to improve operational efficiencies.
Process Improvement and Quality Management	2	M	<ul style="list-style-type: none"> ➤ Can identify when process improvement methodology is needed to improve a situation. ➤ Can assemble a process improvement team and deploy basic team forming activities. ➤ Can provide leadership in applying PI methodology. ➤ Often holds the role of PI Team Lead and has proven results in moving the project through to successful completion.
Results Oriented	3	H	<ul style="list-style-type: none"> ➤ Tackles difficult problems and takes personal responsibility for reaching solutions ➤ Sees obstacles as challenges and develops innovative solutions to overcome them. ➤ Strives for continuous improvement and creative solutions.

			<ul style="list-style-type: none"> ➤ Sets challenging goals and objectives and measures performance against these. ➤ Demonstrates the ability to use corporate resources and expertise to achieve desired results.
Safety Focus	4	H	<ul style="list-style-type: none"> ➤ Demonstrates and clearly articulates corporate commitment to safety. ➤ Develops solutions and creates new programs and policies to imbed a safety culture in all corporate activities. ➤ Implements strategies to reinforce accountability at all levels for a safe and healthy workplace. ➤ Initiates preventive health and wellness measures to reduce work-related illnesses and injuries.
Teamwork Oriented	3	H	<ul style="list-style-type: none"> ➤ Proactively solicits ideas and opinions and shares information and learning with others. ➤ Addresses conflicts and 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 Developing Other	3	H	<ul style="list-style-type: none"> ➤ Sets strong example through own behavior. ➤ Encourages an environment that fosters mutual support. ➤ Gives specific feedback and expresses expectations for future performance. ➤ Encourages and acts on feedback to self. ➤ Provides guidance, counsel, direction and assistance to employees. ➤ Provides challenging assignments and specific opportunities to broaden employees' skills and experiences.
Visioning and Strategic Thinking	3	H	<ul style="list-style-type: none"> ➤ Works with teams to set programmes, operational goals and plans in keeping with the strategic direction, standards and code of ethics. ➤ Develops an in-depth understanding of the Corporate Strategic Plan and explores the implications with staff. ➤ Facilitates the development of the unit's business plan. ➤ Monitors commitment and enthusiasm and responds accordingly. ➤ Foresees obstacles and opportunities and responds accordingly. ➤ Involves others in understanding the group's role in realizing the corporate vision and celebrates the group's contribution to the shared vision.

Technical/ Functional Competencies

Technical/Functional	Skill Level B, W, A,E	I,II,III,IV
Line Construction and Maintenance	A	IV
Risk Management	A	IV
Problem Solving and Analytical Skills	A	IV
Reporting and Presentation Skills	W	III
Loss Reduction	W	III
Life Cycle Cost Application	W	III

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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

OR

Master's degree in Electrical Engineering with specialization in Engineering Management, Project Management, Business Administration or related discipline with at least eight years' experience; four of which must be in a senior management capacity 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.
I,II,III,I V:	The skill level required for effective performance. Skill levels are defined in the Competency Model
*	If a formal leader, all leadership competencies will apply. A formal leader is primarily responsible for the leadership and/or supervision of others. Duties are generally different than the duties of the others in the group.
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