Reporting to the Supervisor, Forestry Planning, this position is responsible for overseeing ATCO’s compliance with AESO (NERC – FAC-003) vegetation standards and ATCO’s requirements regarding the Wildfire Agreement with the Alberta Government. Additionally, this position assists the Forestry group with various operational planning functions such as business plan development and achieving key strategic goals. This position also provides leadership for the scheduling, delivery and implementation of annual Capital Maintenance programs on both Transmission and Distribution rights-of-way, including the pre-planning, monitoring and tracking of operational cost control targets, and maintaining system safety and reliability.

RESPONSIBILITIES:

- Work with Operational group to ensure that annual maintenance plans align with FAC-003 and Wildfire commitments;
- Monthly, quarterly, and annual reporting on Forestry’s compliance standards;
- Lead key Planning projects as they arise to support group in providing key information or analysis to management or other groups. This might include presentations or technical business reports;
- Assist in the creation and update of all Forestry business standards and procedures;
- Assist and provide direction to other ATCO groups on forestry initiatives and scheduled projects to ensure bundling opportunities and efficiency between the various departments at ATCO;
- Support ATCO’s interaction with GOA Forest Officers to obtain approvals;
- Support work on all new initiatives to ensure alignment with the direction of the overall group;
- Support annual business plan (BP) development by reviewing all VM programs across the ATCO system and prioritizing those with the highest risk;
- Assist in the preparation of annual and multi-year plans and forecasts for distribution and transmission rights-of-way for all vegetation maintenance;
- Maintains and updates a multi-year schedule and forecast for planning activities which ties to the multi-year plans for vegetation maintenance to ensure future budgeting and operations execution is can be achieved;
- Reviews program schedules, confirms priorities and prepares annual plan and forecasts;
- Compiles financial information and updates expenditure forecasts and year-to-date financial reporting for the VM program;
- Provides monthly accruals and forecasts of O&M and capital maintenance to supervisor for reporting to finance;
- Lead and/or support the creation of all annual business cases to support the BP;
- Develops annual and multi-year contracts including negotiating contracts and service agreements; and
- Other duties as required.

QUALIFICATIONS:

- Experience managing staff, contractors and projects;
- Minimum 10 years’ experience on electrical systems and experience in project management;
- Experience administering and/or creating vegetation management plans is an asset;
- A diploma or degree in Forestry, Environmental Sciences or Business from a recognized post-secondary institute is an asset;
- Possessing a current Utility Tree Trimmer, Utility Tree Worker or ISA Certified Arborist designation is an asset;
- Experience in linear utility right-of-way vegetation management is an asset;
- Keen understanding of business processes, budget development, business planning and financial management;
- Demonstrated ability to work effectively in a dynamic environment while meeting multiple demands and priorities; and Proficient in Microsoft Office skills including Outlook, Word and Excel.