



NATURAL FORCES EMPLOYMENT OPPORTUNITY – RENEWABLE ENERGY SITE OPERATOR

Natural Forces is a private independent power producer that delivers renewable energy projects in partnership with local communities. We are currently seeking a candidate to join our renewable energy Operations team to assist in the growth of our business.

PRIMARY OBJECTIVES

Natural Forces is seeking a **junior candidate** for a position as a **Site Operator** to join our Operations team that operates and manages our renewable energy projects. This is a permanent, work from home, full-time position with a flexible starting location in southern NB (between Saint John, NB to Amherst, NS).

The responsibilities of the Site Operator are ensuring safe, reliable, and cost-effective operations and maintenance for multiple projects. These projects are wind energy, solar, mini-hydro, and battery storage projects where Natural Forces is an owner/partner.

KEY TASKS/DUTIES

Site Familiarization and Set-up

- Conduct site visits to become familiar with the projects. This includes ground-level visual inspections of all civil, electrical, mechanical, controls, and telecommunications assets
- Meet subcontractors, customers, and partners to establish a working relationship. This includes providing regular safety orientations to workers
- Tracking maintenance, spare parts and purchasing using maintenance software

Monitoring and Reporting

- Monitor projects for alarms, warnings and information messages using the SCADA system or the inverter monitoring software
- Establish and continuously improve standard procedures for alarms and warnings
- Log all maintenance activities and check for compliance with personnel hours, materials usage and analysis of any trends
- Ensure production and availability data are captured for various projects to ensure accurate reporting and analysis

Site Management

- Manage the HSE program for the projects and ensure all workers are trained and following the program. This includes providing orientations, creating safe work plans, supervision where required, and performing regular inspections. The HSE Coordinator will work closely with the Operations Manager and provide support for this responsibility
- Be available to travel to the site on a 24-hour next working day basis for urgent matters



- Conduct quarterly site inspections to ensure all civil, electrical, mechanical, controls, BOP, and telecoms assets are in proper order
- Coordinate and manage all site activities executed by sub-contractors and service providers including electricians, utilities, engineers, snow clearance, vegetation management, and civil workers

Administrative Management

- Act as the customer or owner representative for maintenance sub-contracts
- Manage any claims submitted to or from insurance providers or any third party relating to the wind farm
- Interact and support our partners including project owners, landowners or other stakeholders to uphold Natural Forces core values of safety, trust, flexibility, and continuous improvement
- Manage purchasing and invoicing in conjunction with the finance team

EDUCATION AND EXPERIENCE REQUIREMENTS

- Diploma or post-secondary degree in the field of Technology or Engineering from an accredited college or university or, equivalent experience
- 1-3 years experience working in a similar industry
- Experience with operations and maintenance plans
- Valid driver's license is required (for use of a provided Natural Forces vehicle to visit our facilities)

SKILLS AND ABILITY REQUIREMENTS

- Ability to independently manage our projects with support and guidance from our experienced Operations team
- Detail orientated and strong work ethic to ensure quality work
- Process-based approach to creating, editing, and storing the associated documentation
- Clear and concise communicator
- Able to optimize our operational projects with a continuous improvement mindset
- Willing to travel as required, sometimes to remote project locations
- Passion for renewable energy and/or lowering the carbon footprint

APPLICATION REQUIREMENTS

- Submit applications to opportunities@naturalforges.ca with "Application – Renewable Energy Site Operator January 2023" in the subject line
- Applications must include a cover letter and resume
- Provide two (2) references



OTHER INFORMATION

Closing date: January 31, 2023

Diversity, equity, and inclusion are critical to our clean energy mission. Natural Forces provides equal opportunity for employment and advancement. We are committed to an inclusive environment where all voices are valued and heard. We strive to make an equitable organization for our staff, stakeholders and partners.

Don't meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At Natural Forces we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.