



**OPERATIONS COORDINATOR
HR MILNER STATION**

Reporting to the Operations Manager, assists in the safe operation, performance and condition of the plant, and recording of related activities. These activities are performed in accordance with Health & Safety principles, corporate policies, practices and procedures and by following safe work plans.

OPPORTUNITY:

Typical duties include but are not limited to the following:

- Assist in crew to crew communications.
- Assist in Operations planning.
- Coordinate Outages and Derates.
- Liaison with the AESO.
- Liaison with ATCO Electric – Vegreville.
- Task Observation Monitoring.
- Assist in crew to maintenance communications.
- Track current operating issues.
- Assist in Maintenance planning.
- Water quality control.
- Shift Supervisor coverage at times.
- Coordinate with HSE Supervisor on training of crews.

QUALIFICATIONS:

- Grade XII Diploma.
- 1st Class Steam Engineer's Certificate or 2nd class working on 1st.

Candidates should be able to demonstrate:

- Well developed interpersonal skills, and a high level of personal motivation
- Strong skills in problem solving, decision making and planning would contribute to successful performance in this position.

QUOTE OPPORTUNITY #MP-2010/04

Qualified applicants may apply by sending your resume to Milner Power Human Resources via fax (780) 827-7106 or by e-mail to kevin.taylor@milnerpower.ca

The current supervisor of those applicants selected for an interview may be requested by Human Resources to provide a reference related to the applicant's on-the-job performance and qualifications for the position posted

For further information regarding this position please contact Kevin Taylor at (780) 827-7175 at the HR Milner Generating Station.