



STANDARDS OF CONDUCT JOB DESCRIPTION INFORMATION
As of March 27, 2006

Areas within SaskPower:

A) Business Units:

- Power Production
- Transmission and Distribution
- Customer Services

B) Corporate Units:

- Legal
- Financial
- Human Resources
- Corporate Information & Technology
- Planning, Environment & Regulatory Affairs
- Chief Safety Officer

C) Subsidiaries:

- NorthPoint Energy Solutions Inc. (NRPT)
- SaskPower International Inc. (SPI)

This document outlines the job descriptions for positions that are primarily influenced by the SaskPower Standards of Conduct for SaskPower and its affiliates, NorthPoint Energy Solutions Inc. (NRPT) and SaskPower International (SPI).

JOB DESCRIPTIONS

Executive of SaskPower

The **President and CEO of SaskPower** is responsible for the overall leadership, planning, direction, operation and management of all business units within SaskPower and SaskPower's two subsidiaries, SaskPower International and NorthPoint Energy Solutions.

Job descriptions are given for the Executive Vice-President positions that are primarily influenced by the SaskPower Standards of Conduct. They are as follows:

- The **Vice-President, Transmission and Distribution (T&D)** is responsible for the overall leadership, planning, direction, operation and management of SaskPower's transmission and distribution system.
 - The **Vice-President, Customer Services (CS)** is responsible for the overall leadership, planning, direction, operation and management of service to SaskPower's customers with bundled rates.
 - The **Vice-President, Planning, Environmental and Regulatory Affairs (PERA)** is responsible for the overall leadership, planning, direction, operation and management in the areas of corporate strategic planning and supply development planning for SaskPower, environmental issues and regulatory affairs. The Vice-President of PERA is also the Chief Compliance Officer for the Standards of Conduct.
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SaskPower Job Descriptions:

According to the Standards of Conduct Policy (2004 Version) job descriptions are required for the transmission operation and reliability areas of SaskPower.

TRANSMISSION AND DISTRIBUTION BUSINESS UNIT

The **Vice-President, Transmission and Distribution (T&D)** is responsible for the overall leadership, planning, direction, operation and management of SaskPower's transmission and distribution system.

- ❑ The **Region Managers** are responsible for managing all transmission and distribution aspects of the Corporation's electrical operations in their designated regions.
- ❑ The **Manager, Business Support** is responsible for managing the centralized business and administration activities in Transmission & Distribution.
- ❑ The **Manager, Materials & Engineering** is responsible for managing assigned technical and service areas providing design, construction and inventory control services for the transmission and distribution system.
- ❑ The **Manager, Network Development** is responsible for directing the development of transmission, distribution (exclusive of 25 KV), and station plans including related communication, protection and control facilities to meet forecasted loads and to integrate new sources and users into the electrical system.
- ❑ The **Chief Electrical Inspector** is responsible for managing all aspects of provincial electrical inspections.
- ❑ The **Chief Gas Inspector** is responsible for managing all aspects of provincial gas inspections.
- ❑ The **Manager, Grid Control Centre** is responsible for directing the safe, secure and efficient operation of the bulk and distribution power systems, interconnection operations, security and performance engineering analysis, and open access transmission services.
- ❑ The **Manager, Communications Protection and SCADA (CP&S)** is responsible for managing the engineering design, technical support and material acquisition of the CP&S facilities and the Operation of the SCADA (supervisory control and data acquisition) system to ensure safe, reliable, economic and efficient operation of the SaskPower electric system.

NETWORK DEVELOPMENT

The **Manager, Network Development** is responsible for directing the development of transmission, distribution (exclusive of 25 KV), and station plans including related communication, protection and control facilities to meet forecasted loads and to integrate new sources and users into the electrical system.

- ❑ The **Supervisor, Communications, Protection and Control Development** is accountable for the supervision and preparation of plans for the long-term development of SaskPower's communication, protection and control systems. The Supervisor is accountable for the preparation of a five-year budget for capital spending on communication, protection and control systems.

- The **Engineer I, Communications, Protection & Control Development** carries out analytical studies and assists in the development of long term plans for SaskPower's communication, protection and control systems.
 - The **Supervisor, Regional Network Development** is accountable for the supervision and preparation of plans to insure the long-term adequate, reliable and economic operation of the Corporation's radial power lines (exclusive of 25 kV) down to 138/72-25kV substation 25kV delivery points. The Supervisor is accountable for the preparation of a five-year budget for capital spending on radial transmission and substation facilities.
 - The **Engineer I, Regional Network Development** carries out analytical studies and assists in the development of long-term plans for SaskPower's radial power lines (exclusive of 25 kV) down to 138/72-25 kV substation 25kV delivery points.
 - The **Supervisor, Grid Development** is accountable for the supervision and preparation of plans to insure the long-term adequacy, reliability and economic operation of the grid transmission system including interconnections. The Supervisor is accountable for the preparation of a five year budget for capital spending on grid transmission facilities.
 - The **Senior Engineer, Transmission Reliability Assessment** is accountable for the identification, evaluation and preparation of plans and recommendations to insure the long-term adequacy, reliability and economic operation of the grid transmission system including interconnections.
 - The **Engineer I, Grid Development** carries out analytical studies and assists in the development of plans to insure the long-term adequacy, reliability and economic operation of the grid transmission system including interconnections.
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COMMUNICATIONS, PROTECTION & SCADA

The **Manager, Communications Protection and SCADA (CP&S)** is responsible for managing the engineering design, technical support and material acquisition of the CP&S facilities and the Operation of the SCADA (supervisory control and data acquisition) system to ensure safe, reliable, economic and efficient operation of the SaskPower electric system.

- The **Supervisor, Protection Engineering** is responsible for supervising the design, development, installation of the technical support systems to ensure adequate protection and safe operation of the electrical facilities.
 - The **Engineer II, Protection Design** is responsible for the development, design, installation, commissioning and operational technical support of protection and recording systems to ensure adequate protection and safe operation of the electrical facilities.

- The **Engineer I, Protection Design** is responsible for the design, installation and commissioning support, and operational technical support of protection and recording systems to ensure adequate protection and safe operation of the electrical facilities.

 - The **Supervisor, Communications Engineering** is responsible for supervising the design, installation, commissioning and operation of the communication systems to ensure the safe, economic operation of the power system.
 - The **Engineer II, Communications Design** is accountable for the design, installation, commission and operations of communication systems.
 - The **Engineer I, Communications Design** is accountable for the design, installation, commissioning and field support for communications systems used to ensure safe, economic operation of the power system while maintaining effective customer service.
 - The **Technologist, Communications Design** is accountable for ensuring the communication systems are maintained at a level to provide safe, economic operation of the power system.

 - The **Supervisor, SCADA Engineering & Operations** is responsible for supervising the engineering and operation of the supervisory control and data acquisition (SCADA) facilities and related computer application tools to ensure safe, reliable, economic, and efficient operation of the electric power system.
 - The **Senior Engineer, SCADA** job description is unavailable at this time.
 - The **Engineer II, SCADA** is accountable for a wide range of engineering and support activities for supervisory control and data acquisition (SCADA) facilities and related computer application tools to ensure safe, reliable, economic and efficient operation of the electric power system.
 - The **Engineer I, SCADA** is accountable to assigned engineering and operations activities for supervisory control and data acquisition (SCADA) facilities and related computer application tools to ensure safe, reliable, economic and efficient operation of the electric power system.
 - The **Technologist, SCADA** is accountable for providing support in computer application tools to ensure safe, reliable, economic and efficient operation of the electric power system.
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GRID CONTROL CENTRE

The **Manager, Grid Control Centre** is responsible for directing the safe, secure and efficient operation of the bulk and distribution power systems, interconnection operations, security and performance engineering analysis and open access transmission services.

- The **Supervisor, Transmission Services** oversees the development, implementation and administration of open access transmission services and issues related to transmission and generation interconnection contracts and other transmission services.
 - The **Transmission Tariff Supervisor** is accountable for the application and operation of the SaskPower Open Access Transmission Tariff. The Supervisor ensures that both tariff requirements and interconnection standards are met while participating in a team environment to achieve the goals and objectives within the Grid Control Centre. The Supervisor works on issues related to transmission and generation interconnection contracts and other transmission services.
 - The **Power Contracts Administrator** is accountable for all administrative processes associated with transmission sales under the SaskPower Open Access Transmission Tariff. The Administrator is also responsible for system inadvertent energy accumulation and the Standards of Conduct Policy.
 - The **Grad Works Engineer I** provides assistance in the area of data analysis and the testing of computer systems for open access transmission services.
- The **Supervisor, Operations and Technical Support** oversees the engineering technical support required to initiate, plan, develop and integrate technical systems and processes utilized by the Grid Control Centre. The Supervisor also oversees the application of Control Performance, Disturbance Control criteria and other operating standards of grid operations.
 - The **Technical Support Engineer II** provides the engineering technical support required to initiate, plan, develop and integrate technical systems and processes utilized by the Grid Control Centre.
 - The **Technical Support Engineer I** provides support for day-ahead capacity management planning for generation, operating reserves and wind forecasting.
 - The **Power System Supervisor** (off-shift) provides building administration support for the System Control Centre and IT technical support for the software business applications in the Grid Control Centre. The Power System Supervisor also provides day-ahead capacity management planning for generation, operating reserves and wind forecasting.

- The **NERC Consultant** provides guidance to SaskPower in the area of NERC compliance, ensuring SaskPower is in full compliance with NERC in order to become Reliability Coordinator.
- The **IT Consultant** provides technical computer system support for the Grid Control operations.
- The **Supervisor, System Security & Performance** is accountable for supervising the development of plans and guidelines for the safe, economical, optimum and reliable operation of SaskPower's electric power network. Further, the Supervisor is accountable for the supervision of outage evaluations and the analysis of system responses to disturbance conditions.
 - The **Network Management Engineer II** position is accountable for the development of plans and guidelines for the safe, economical, optimum and reliable operation of the electric power network.
 - The **Network Management Engineer I** assists in the development of plans and guidelines for the safe, economical, optimum and reliable operation of the electric power network.
 - The **Network Development Analyst** is accountable to support the development of plans and guidelines for the operation of the electric power network.
 - The **Performance Analyst** is accountable for outage evaluation and analyzing system responses to disturbance conditions.
 - The **System Operator – Off Shift** assists in monitoring the system security and evaluating the transmission system to ensure operational reliability.
- The **Supervisor, Special Practices and Training** supervises the preparation/training of the Grid Control Centre System Operators and Power System Supervisors to assume the network monitoring, evaluating and controlling duties of the Generation, Transmission and Distribution systems. The Supervisor also plans/oversees/directs System Operators and Power System Supervisor training to ensure that the operations staff is qualified/certified to operate the real time power system in a manner consistent with standard electric utility practices.
 - The **System Operations Training Specialist** is responsible for assisting in the development and delivery of the various training courses for Systems Operators. This position will also provide the expertise for the instruction and evaluation of the course material that the System Operator will complete while doing their on-the-job training.
- The **Supervisor, Grid Operations** is responsible for supervising and directing the Power System Supervisors and the System Operators in the monitoring and controlling functions of SaskPower's transmission, distribution and generation facilities. The Supervisor is also accountable for the safe, secure, reliable and

economic delivery of electrical power to SaskPower's electrical customers and ensures that grid control operations meet the NERC criteria or standards for safe and secure utility operations.

- The **Power System Supervisor** is responsible to supervise, manage and develop subordinate System Operators that perform monitoring and controlling functions in the operation of SaskPower's transmission, distribution and generation facilities. The Supervisor is also accountable for the safe, secure, reliable and economic delivery of electrical power to SaskPower's electrical customers and ensures that grid control/operations meet the NERC criteria/standards for safe and secure utility operation.

- > The **System Operator** is responsible for load forecasting, developing and dispatching schedules, operating and monitoring remotely-controlled distribution, generation, transmission and interchange facilities, coordinating network switching for planned and emergency maintenance, system restoration and generally ensuring the optimum level of security is obtained for the power grid.

SASKPOWER'S SUBSIDIARIES:

NORTHPOINT ENERGY SOLUTIONS INC.

NorthPoint Energy Solutions Inc. was established in 2001 as a wholly owned energy marketing subsidiary of SaskPower. NorthPoint is the exclusive wholesale energy marketing agent for SaskPower. Its' headquarters is located on a separate floor at SaskPower's headquarters in Regina, Sask. According to the Standards of Conduct definitions, NorthPoint is an 'Energy and Marketing Affiliate.'

JOB DESCRIPTIONS ARE AS FOLLOWS:

The **President and CEO of NorthPoint Energy Solutions (NRPT)** is responsible for the overall leadership, planning, direction and management of wholesale energy marketing and gas purchases.

- The **Chief Operating Officer** is responsible for the direction, administration and coordination of activities of NorthPoint in accordance with policies, goals and objectives. Directs, coordinates and administers all aspects of the organization's operations through subordinates.

- The **Director, Gas Management** is responsible for the overall leadership, planning, and management of gas purchases.
 - The **Gas Specialist** is responsible for the management of the Natural Gas purchases.

 - The **Gas Contracts and Risk Specialist** is responsible for the monitoring, analysis and reporting of all physical and financial activities of the Gas Division of NorthPoint.

 - The **Natural Gas Contracts Specialist** is responsible for the monitoring, analysis and reporting of all physical and financial activities of the Natural Gas Division of NorthPoint.

- The **Chief Financial Officer** is responsible for the financial operations of the organization, implementation of internal controls and contract compliance with Power Purchase Agreements.
 - The **Power Contracts Administrator** is responsible for the administrative duties associated with power purchase and sales, transmission access and non-utility generation (NUG) purchase activities.

- The **Director, Power Marketing & Contract Management** is responsible for the development of long term power marketing and transmission acquisition strategies in markets outside Saskatchewan, overseeing the management

activities of Power Purchase Agreements and ensuring NorthPoint has the necessary authorizations to participate in various trading jurisdictions.

- The **Power Marketer** is responsible for managing SaskPower's long term resource portfolios, preparation of marketing plan, and identifying and negotiating purchase and sales opportunities.
- The **Transmission Strategist** is responsible for managing NorthPoint's long-term transmission commitments and monitors several markets for opportunities, focusing on transmission positions and financial transmission rights.
- The **Manager, Power Contracts** is responsible for leading the contract management activity of existing and future Power Purchase Agreements, developing and maintaining billing compliance models/programs, and seeking opportunities to maximize the value of capacity and energy acquired under PPA.
- The **Director, Energy and Risk Management** is responsible for supervising the development of plans and guidelines for the safe, economical, optimum and reliable operation of the electric generation and interchange.
 - The **Energy & Risk Management II Specialist** is responsible for the development of plans and strategies related to minimizing SaskPower's net cost of fuel and purchased power.
 - The **Analyst** is responsible for analyzing energy needs while minimizing and monitoring risk.
 - The **Information System Consultant** assists NorthPoint staff by providing data management support, including data integrity, maintenance, cleaning and analysis.
- The **Director, Electrical Trading** is responsible for the overall leadership, planning, directing of short-term electricity trading.
 - The **Energy Trader** is responsible for the day-to-day energy trading activities with utilities, marketers, brokers, power pools and other counter-parties.

SASKPOWER INTERNATIONAL INC.

SaskPower International Inc. was established in 1994 as a wholly owned subsidiary of SaskPower. According to the Standards of Conduct definitions, SaskPower International is an 'Energy Affiliate.'

JOB DESCRIPTIONS ARE AS FOLLOWS:

The **President and CEO of SaskPower International (SPI)** is responsible for the overall leadership, planning, and direction of SPI to help diversify SaskPower's energy base and revenue streams while achieving an appropriate return on investment capital by: a) investing in power projects, and b) selling flyash.

- The **Vice-President, Project Development and Investment Management** is responsible for the leadership, planning, direction and management of developing power projects that ensures SaskPower International achieves an appropriate return on investment capital.
 - The **Business Development and Project Services Director** is responsible for the business development and project services of SaskPower International's various energy projects.
 - The **Business and Financial Analysis Manager** is responsible for analyzing projects and ensuring that SaskPower International achieves an appropriate return on its investment capital.
- The **Vice-President, Project Development and Operations** is responsible for providing leadership, planning, direction and management of SPI's project developments and its on-going operations, including flyash.
 - The **Project Development and Operations Director** is responsible for the overall development and management of SPI's projects and on-going operations.
 - The **Flyash Manager** is responsible for activities associated with the development, management and marketing of the flyash business line.
 - The **Centennial Wind Power Facility Operations Manager** is responsible for activities associated with the development, management of the Centennial Wind Power Facilities.
- The **Finance and Administration Manager** is responsible for the overall leadership, control, management of SaskPower International's financial and administrative accountability.
 - The **Finance and Accounting Supervisor** is responsible for ensuring SaskPower International's financial records are accurate and prepared in a timely manner according to the Generally Accepted Accounting Principles (GAAP).

- > The **Senior Financial Analyst** is responsible for providing financial analysis regarding SPI's financial reporting.
- > The **Accounting Assistant** is responsible for assisting in the timely recording of SPI's financial information and ensures all recording is done according to the GAAP.