

PROJECT ANALYST

Job ID: OP-25-136

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers electricity to almost 50,000 customers within the Town of Newmarket, Town of Midland and Tay Township. Headquartered in Newmarket, Ontario, NT Power has an additional office in Midland, Ontario, approximately one hour north of Newmarket along the shores of Georgian Bay.

We require a dynamic, highly motivated, and proactive **Project Analyst** to work out of our head office in Newmarket. This is a full-time position, with a comprehensive benefits package and pension plan.

POSITION SUMMARY

The Project Analyst supports the implementation of internal departmental and company-wide initiatives of Newmarket-Tay Power Distribution Ltd. to ensure it is safe, reliable, and accurate. This position will primarily work with the Engineering & Operations department to support the planning, execution, and delivery of a wide range projects, including grid modernization, substation upgrades, distribution system improvements, and regulatory compliance efforts. Additionally, this position will provide support to all departments to safely and effectively distribute electricity to all customers.

DUTIES AND RESPONSIBILITIES

- Apply project management techniques and methodologies to ensure projects are planned and executed within scope/time/budget and stakeholder expectations.
- Assist with the management of approved budgets and tracking costs to ensure project spend is aligned to scope.
- Closely monitor timelines and financial budgets to proactively take action should any of the above be inconsistent with project plan.
- Support development of future years project portfolio and budget preparation.
- Track project milestones, achievements, risks, and resources and ensure proper documentation and records (plan, budget, reports, contracts, schedules, etc.)
- Prepare, publish, and maintain detailed project documentation including but not limited to project charter, project plan, progress reports, milestone reports, close out reports, scheduling, etc.
- Develop, edit, and review a variety of communications, presentations, process flows, reports, and other project materials.
- Identify inter-dependencies among work stream activities and lead the project team on risks prioritization and mitigation.
- Facilitate effective meetings with functional teams, stakeholder engagement, and support change management efforts.
- Review specifications, drawings and/or manuals as they relate to project requirements.
- Help manage relationships with all stakeholders and maintain relationships with vendors/third parties with diplomacy while advocating for the company.
- Assist with management of tender activities and contract management.



- Work with and organize teams, which may include internal and/or external representation, to investigate new work methods, applications, processes, materials, equipment, or procedures.
- Collaborate and coordinate work activities with internal and external stakeholders including organization staff, customers, consultants, contractors, municipal officials, regulatory bodies, transit, and other government agencies.

QUALIFICATIONS

- Post-secondary education in Project Management, Business, Electrical Engineering, or another field of education relevant to the duties of the position, and/or an acceptable combination of directly relevant education, training, and experience.
- Certified Associate in Project Management (CAPM) and/or Project Management Professional (PMP) is an asset.
- Minimum 3- 5 years of experience in a related field.
- Advanced skills in Microsoft Office (Excel, PowerPoint, Word).
- Ability to work collaboratively with all levels of the organization.
- Ability to provide written advice, training, explanations, lead discussions, and describe complex information.
- Maintains professionalism in communications with internal and external stakeholders.
- Strong decision making and analysis ability.
- Ability to work in an office environment, as well as environments involving construction sites, climbing ladders, and working outdoors in all weather conditions.

APPLICATION INFORMATION

If you are interested in this position and meet the qualifications, please submit your resume by visiting our Careers page at <https://ntpower.ca/careers>. Please include the position title and the job ID number in the subject line of your e-mail. We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

APPLICATION DEADLINE FOR THIS POSITION IS APRIL 30, 2025, BY 4 P.M.

Candidates are required to disclose NT Power employees who are immediate family members prior to the interview.

Successful candidates will be required to obtain a criminal verification screening as a condition of employment.

NT Power is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our LDC community. Accommodation will be provided in all parts of the hiring process. Applicants need to make their requirements known in advance when applying through <https://ntpower.ca/careers>.