



## JOB DESCRIPTION

<b>Position Title</b>	Substation Project Coordinator - Electrical
<b>Superior Position Title</b>	State Substation Construction Lead
<b>Company/ Business Unit</b>	Kohima Mariani Transmission Limited
<b>Division / Department</b>	Technical/Transmission
<b>Location</b>	Transmission Site - Rajasthan

### 1. JOB PURPOSE

**Business Context:** Apraava Energy is a diversified power company, jointly owned by the CLP Group - one of the largest investor-owned power businesses in Asia and Caissede dépôt placement du Québec (CDPQ) - a global investment group.

Our portfolio comprises 3,150 MW of installed capacity which includes 924 MW of wind and 250 MW of solar energy projects across seven states, a 1320 MW coal-fired super critical power plant and two power transmission assets. We forayed into Advanced Metering Infrastructure (AMI) by winning the first project in Assam to install smart meters in 693,077 households.

The name Apraava Energy has been derived from the Sanskrit language and is an amalgamation of four elements: Agni (Fire), Prithvi (Earth), Ambu (Water) and Vayu (Wind).

Apraava Energy was one of the first company to identify the potential of renewable energy in India. The company entered this space by building its first wind farm in 2009. Since then, Apraava Energy has gradually grown its wind energy portfolio and is now spread across six states generating nearly 1,000 MW and another 250 MW of committed capacity. Wind energy has been an integral part of Apraava Energy's business strategy. It is expected to continue making a vital contribution not only to Apraava Energy's growth plans for India but also to its commitment towards reducing its CO2 emissions.

Apraava Energy forayed into solar power generation with a 100 MW plant in 2016 through a joint venture in Veltoor, Telangana. Apraava Energy acquired two more solar plants in 2018. In 2020, Apraava Energy increased the size of its solar energy portfolio by more than 70% by entering into an agreement to acquire three of its solar projects. The latest addition to Apraava's solar portfolio was a 250 MW solar farm in Dedasari, Rajasthan in 2021.

In line with Apraava Energy's vision of investing in a low-carbon and clean energy portfolio, Apraava Energy marked its entry into the power transmission sector in 2019 with the acquisition of 240 km transmission line. With this, Apraava Energy has broadened its portfolio to straddle two out of the three main segments in India's power value chain. In December 2021 Apraava Energy acquired a 254 km Transmission line from Kalpataru-Mariani Transmission Limited passing through 3 states in North- East India i.e. Manipur, Nagaland and Assam.

The company has also built a 1,320 MW supercritical coal-fired power plant in Jhajjar, Haryana. The Jhajjar Power Plant has been commercially operational since mid-2012. It is one of the first few power plants in India to operationalize the Flue Gas Desulphurization (FGD) unit which helps reduce ~ 85% of SO2 emissions. The plant has also won the Frost & Sullivan and TERI Jury Special Mention Award in 2019 for reducing its specific water consumption to 2.11 m<sup>3</sup>/ MWh against a statutory limit of 3.5 m<sup>3</sup>/ MWh.

The Organization is engaged in Greenfield development of Power Generation/Transmission assets as well as their Acquisition. The business objectives in either case can be met only if the asset performs to the business assumptions. Engineering plays a key role in translating that business assumptions into engineering designs which can make sure that business objectives are met sustainably.

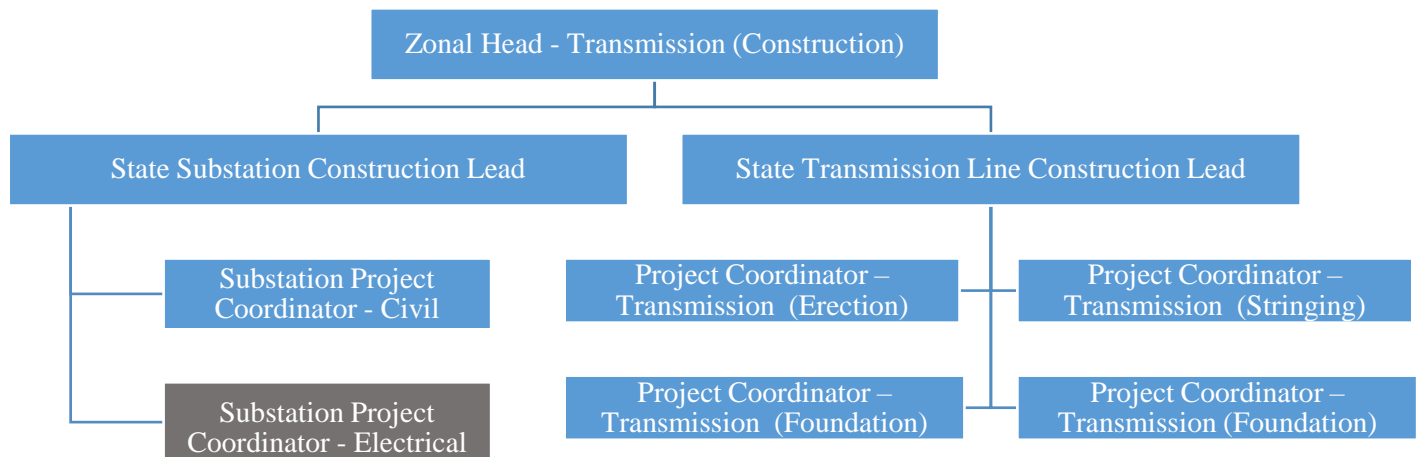
The organization is further diversifying into Power distribution business including Advanced Metering business. This would uniquely position organization’s presence across the entire power sector value chain.

Operations (Transmission) department at Apraava Energy shall be responsible for strategic construction (Project execution at Greenfield sites activities involving supply/testing & Commissioning of complete package) etc. Spread across the state of Rajasthan, major challenges include timely completion of the project, supply & construct within budget and ensuring compliance of all regulatory & bilateral agreements as well as Right of way management.

**Job Purpose:**

The position exists to assist in construction of single/multiple substation assets in accordance with Transmission Service Agreement and completion as per agreed time schedule. Supervise and manage civil works at substation or if required at transmission site, coordinating/monitoring the procurement, permits & approvals, Right of way/compensation payment, project construction, contract management including other regulatory compliances etc. Connect with the site team with all commercial, regulatory and administration support.

**2. ORGANISATIONAL CHART**



**3. PRINCIPAL ACCOUNTABILITIES**

Accountabilities	Major Activities
Project Management	<ul style="list-style-type: none"> <li>▪ Assist in development of project execution plan as per TSA requirement and site conditions.</li> <li>▪ Tracking of time schedule as per project management strategy and estimate resource like material, manpower, tools, equipment, service etc.</li> <li>▪ Review site performance reports and suggest improvement plan to enhance performance standards.</li> <li>▪ Respond to site requirement for resource mobilization in event of delay.</li> <li>▪ Support site team in monitoring test results and provide guidance.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Instruct to prepare proper system to trend equipment health on dash board features for easy access to critical information.</li> <li>▪ Assist in preparing standard operating procedures for all the key site activities.</li> <li>▪ Review and tracking of document &amp; drawing lists and its approval.</li> <li>▪ The main objective is to optimize completion schedule with proactive planning and reduce idling of manpower/resources.</li> </ul>
Quality management	<ul style="list-style-type: none"> <li>▪ Review &amp; assist in field quality plan for approval.</li> <li>▪ Ensure implementation of quality requirements at site and for any deviations consult with Head (Transmission) and technical support.</li> <li>▪ Co-ordinate with quality consultant and implement the recommendations for remedial measures.</li> <li>▪ Ensure and track factory acceptance tests, proto test &amp; destruction tests as per applicable standards.</li> <li>▪ The main objective is to control construction quality at site.</li> </ul>
Construction Management	<ul style="list-style-type: none"> <li>▪ Review construction team progress as per Apraava Energy standard and maintain consistency across assets. Provide guidance to site construction team and for any issue report to Head - Transmission</li> <li>▪ Prepare standard construction procedure and assist site team for enforcement</li> <li>▪ Prepare emergency crisis plan and embarked critical support system to help site team to deal with any emergency/ crisis situations.</li> <li>▪ Attending project construction co-ordination committee meeting.</li> <li>▪ Implement Apraava Energy HSSE standard and practice fully at site and train sub-ordinate to imbibe safety culture.</li> </ul>
Material Management	<ul style="list-style-type: none"> <li>▪ Instruct team members for systematic approach towards procurement of all project items.</li> <li>▪ Monitor store processes and its implementation as per Apraava Energy guidelines.</li> <li>▪ Ensure proper storage of all the projects items with proper preservation system.</li> <li>▪ Guide for procurement criteria. Review procurement quantities in line with criteria.</li> <li>▪ Review and recommended procurement /service request (technical as well as commercial) at first level. Experience of ORACLE and CMAM system shall be required.</li> <li>▪ Prepare and track business procurement plan with commercial team to ensure availability of material/ service at right time.</li> <li>▪ Monitor for transparency of purchase actions by subordinates. Plan and discuss options and get approval of supervisor for various procurement criteria for efficient, economical, and reliable procurement actions.</li> <li>▪ Ultimate objective is to timely procure and items/materials should be defect free in procurement actions.</li> </ul>

<p>Change Management and Process documentation</p>	<ul style="list-style-type: none"> <li>▪ Guide and instruct to develop technical specification, design, and drawings of changes in process or new project. Instruct to prepare drawings, procedure and carry out documentation for areas where it does not exist.</li> <li>▪ Review document for quality, adequacy of design for long term suitability. Seek supervisor's approval for same.</li> <li>▪ Ensure that for any modification/change, Apraava Energy system of change management to be followed. Monitor its compliance and resolve issues if any.</li> <li>▪ Monitor proper final protocols, drawings, and documentation from vendor in case of new activities are to be executed. Instruct and monitor vendor to have installations, commissioning and handling over done as per requirement and scope. Include required training in new installation in the scope of vendor and monitor its delivery.</li> <li>▪ The above activities to be performed in order to have positive short term and long-term impact of changes in system.</li> </ul>
<p>Statutory Compliances</p>	<ul style="list-style-type: none"> <li>▪ Monitor statutory compliances through monthly report/ compliance management system.</li> <li>▪ Instruct immediate and proactive action in case of any potential noncompliance.</li> <li>▪ Inform superior in case of any noncompliance.</li> <li>▪ Arrange quick actions for any noncompliance. Seek management help for address noncompliance quickly.</li> <li>▪ Also, co-ordinate with various statutory body/ agencies on behalf of site team and represent to meeting/ forum discussion as and when required.</li> </ul> <p>Team manager must ensure zero statutory noncompliance as per Apraava Energy standard.</p>
<p>Stakeholder Management / Relationship Management</p>	<ul style="list-style-type: none"> <li>▪ Build and maintain mutually beneficial relationships with the state government utility, central power utility, regulatory body to help in timely addressing of local issues such as right of way issues, payment issues.</li> </ul>
<p>Contract Management</p>	<ul style="list-style-type: none"> <li>▪ Review contractor's performance. Also endorse monthly performance during invoice processing.</li> <li>▪ Device system to provide feedback to contractor on their performance regularly.</li> <li>▪ Right of Way handling, management &amp; payment to various stake holders with highest integrity.</li> <li>▪ The main purpose of this activity is to ensure conformity to contractors with respect to agreement and performance.</li> </ul>
<p>HSSE Management</p>	<ul style="list-style-type: none"> <li>▪ Monitor HSSE performance of all teams against defined objective &amp; targets. Guide and instruct ways to improve SHE performance.</li> <li>▪ Support site team in internal and external HSSE audits/ HSSE round reports. Also monitor audit/round outcome and its speedy compliances.</li> <li>▪ Provide strategic input in preparation of risk assessment and MCP. Produce JSEAS for all maintenance activities.</li> <li>▪ Conduct site rounds and PJO to monitor SHE compliances during the job and identify gaps.</li> <li>▪ Prepare list of all statutory site requirement and ensure compliance.</li> <li>▪ Contribute during internal &amp; external audits.</li> <li>▪ HSSE management is one of prime responsibility and must be followed religiously.</li> </ul>

People Management	<ul style="list-style-type: none"> <li>▪ Identify and deploy action items for competency development in the team.</li> <li>▪ Engage with team members. Direct and guide team on functional issue.</li> <li>▪ Challenge and motivate team for their growth.</li> <li>▪ Resolve escalated conflicts and grievances.</li> <li>▪ Set clear and objective goals for team and drive them towards achievement of these.</li> <li>▪ Conduct appraisal and identify training needs.</li> <li>▪ Purpose is that you must maintain and increase team productivity and ensure team member satisfaction.</li> </ul>
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#### 4. MAJOR CHALLENGES

<ul style="list-style-type: none"> <li>▪ Managing multiple construction teams and timely completion of project.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ensuring compliances to required parameters as per CEA guidelines</li> </ul>
<ul style="list-style-type: none"> <li>▪ Implementation of Apraava Energy safety rule including full safety precautions during erection of electrical equipment and maintain permit to work system.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Providing support to site team to resolve issue pertaining to technical, commercial, or regulatory.</li> </ul>

#### 5. DECISIONS

##### Decisions made by job holder

As per the defined authority matrix
Manpower/teams deployment, material allocation at respective sites/work front.
Contractor invoice verification, preparation of joint measurement sheet

##### Recommendations to or approval by superior

Approval for procurement and budget
Approval for any change/modification in equipment/system design, contract, and contractor performance

#### 6. INTERACTIONS

##### Internal Clients

<b>Roles you need to interact with inside the organization to enable success in your day-to-day work</b>
Commercial, HR & Admin, HSSE, Finance, Legal functions
Functional Superior - for approvals as per CMAM requirements, defined HR policies and Apraava Energy policies.

##### External Clients

<b>Roles you need to interact with outside the organization to enable success in your day-to-day work</b>
Contractors, other technical service providers, vendors etc.
Government agencies, local bodies, local administration, etc.

#### 7. DIMENSIONS

### **Financial Dimensions**

- Project Construction budget – 50 Crores

### **Other Dimensions**

- Team Size: 2-50 members team (Includes contract staff)

## **8. SKILLS AND KNOWLEDGE**

### **Educational Qualifications**

- Minimum education qualification: B.E./B. Tech./Diploma - Electrical

### **Functional Skills**

- Thorough understanding of the EHV substation and/or Transmission line construction/installation activities.
- Sound Knowledge of regulatory & statutory requirements as per CEA/CTU/PGCIL/RLDC.
- Sound knowledge & experience safety rules, permit to work system, substation construction management.
- Incumbent is expected to implement Aprava Energy safety rule during the construction phase.
- Sound knowledge of Oracle (Plant Maintenance/Material Management) and permit to work system
- Planning and co-ordination, teamwork, analytical and logical thinking, attention to detail.

### **Relevant and total years of Experience**

- Overall Experience: For B. Tech. Candidate: 8 + years in Electrical Construction of EHV substation.  
For Diploma Candidate: 10+ years in Electrical Construction of EHV Substation
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