



## **POSITION DESCRIPTION**

### **Land Administrator**

Canadian Hydro Developers, Inc. ("CHD") is Canada's premier independent producer of green power in Canada, focusing on environmental stewardship and growth, empowering employees, acting with integrity, and providing solid economic returns to investors. Our goal is to exit 2011 with 900 MW of green power plants in production and have an inventory of at least 1,500 MW to foster future growth. CHD is a publicly traded company, listed on the Toronto Stock Exchange under the symbol 'KHD'.

CHD is a developer, owner, and operator of 20 renewable energy generation facilities totaling net 364 MW in operation. In addition, CHD is in or nearing construction on an additional 471 MW of projects, with an aggregate capital cost of up to \$1 billion. The renewable generation portfolio is diversified across three technologies (water, wind, and biomass) in the provinces of British Columbia, Alberta, Ontario and Québec. This portfolio is unique in Canada as all facilities are certified, or slated for certification, under Environment Canada's EcoLogo<sup>M</sup> Program.

Our values, which are upheld as an organization through our actions, are:

- Integrity – in our actions
- Operational excellence – in everything we do
- Entrepreneurial spirit
  - Ownership in and over one's work
  - Seizing the right opportunities in a deliberate and considerate manner
  - Embracing our triumphs & failures; using both to learn & improve
  - Commitment to personal & professional growth through continuous improvement, development & learning
- Respect – for our co-workers, contractors, stakeholders, and the environment
- Communication
  - Clear, constructive and respectful communication is the basis for all of our relationships
  - We openly and freely express ideas with candor, giving others' ideas respect and consideration
  - We address issues directly with each other using respect, compassion, honesty and understanding

#### **The Position**

##### **The Title**

**Land Administrator**

##### **Reporting Relationships**

Reports to Contracts and Land Manager

### **Accountability**

Provide a full-range of land administrative support to the Contracts and Land Manager.

Organize and maintain computer and file systems for land tenure documents, contracts and municipal permits, which can be readily accessed by other team members.

### **Key Functions**

- Administer annual lease rentals due under agreements;
- Maintain records for land tenure, permits, contract and agreements;
- Provide assistance to Land Liaison in Ontario;
- Liaise with external legal counsel and land services with respect to land tenure issues;
- Liaise with government, land titles offices and registry offices on land tenure and registration issues;
- Support project development teams with land tenure expertise as required;
- Work in collaboration with Marketing and Communications to provide project updates to landowners;
- Maintain landowner databases.

### **Key Functions to be transitioned from Contracts and Land Manager to Land Administrator over the next 6 to 12 months**

- Conduct due diligence with respect to land matters for acquisitions and divestitures;
- Coordinate and instruct surveyors as required in order to obtain legal surveys in various jurisdictions.

### **Basic Attractions**

- Being associated with a low-impact, renewable power company;
- Opportunity to be part of a dynamic and fast paced environment;
- Unique and varied challenges;
- Competitive compensation package;

### **Location**

Based at the corporate head office in Calgary, Alberta

### **Education**

- Completion of High School or Post Secondary diploma.
- Certificate in Office Administration or Land Administration (in renewable energy industry) or comparable previous work experience.

### **Experience and Skills**

- Five years senior administrative experience in an engineering firm or energy company
- Strong knowledge of database management
- Basic understanding of land tenure systems
- Strong organizational skills;
- Strong communications skills, both oral and written;

#### **Personal Attributes and Characteristics**

- Entrepreneurial spirit – ability to act in a timely fashion based on sound information.
- Strong work ethic;
- A team player working in a multi-disciplinary environment;
- Highly motivated and action oriented;
- Ability to work with minimal supervision;
- Professional demeanour;
- Strong attention to detail,

**PLEASE SUBMIT YOUR RESUME WITH COVER LETTER,  
EXPLAINING HOW YOU FIT THE POSITION DESCRIPTION, VIA**

**EMAIL OR MAIL TO:**

**Email address: [hr@canhydro.com](mailto:hr@canhydro.com)  
CANADIAN HYDRO DEVELOPERS, INC.  
500, 1324 – 17 Ave SW  
Calgary AB T2T 5S8**

**Attention: Accounting and Payroll Administrator, Calgary – Job Posting  
Note that only candidates chosen for interviews will be contacted.**