

Job Title: Fuel Supply Manager

Location: Williams Lake Power Plant

Reports to: Plant Manager, or designated supervisor

Summary: The Fuel Supply Manager is responsible for biomass fuel procurement, contract administration, inventory management, transportation logistics, cost optimization, and quality assurance for the Williams Lake Power Plant. This role requires a strategic and proactive approach to securing both short- and long-term fiber supply while ensuring compliance with regulatory and industry standards. The ideal candidate must be an active member of Forest Professionals BC with in-depth knowledge of fiber sourcing, forestry regulations, and biomass supply chains. They will play a critical role in maintaining supplier relationships, optimizing fuel costs, and ensuring a stable, cost-effective, and sustainable biomass supply. Additionally, this position aligns with BC Hydro's expectations for active and objective fiber sourcing, supporting the long-term viability of plant operations.

Key Responsibilities:

Fuel Sourcing and Procurement

- Demonstrate active and objective pursuit of fiber supply opportunities.
- Identify, negotiate, and secure short-term and long-term biomass fuel contracts with suppliers.
- Develop and execute a strategic fuel acquisition plan to maintain a stable and cost-effective supply.
- Establish relationships with logging companies, sawmills, wood processing facilities, and other fiber producers to diversify the fuel supply.
- Evaluate market trends, regulatory changes, and economic conditions affecting biomass availability and pricing.
- Secure contracts that ensure quality, consistency, and compliance with environmental regulations.

Contract Management and Compliance

- Ensure all fuel supply contracts are properly administered, including adherence to delivery schedules, pricing terms, and quality specifications.
- Maintain detailed records of contract performance and manage contract renegotiations as required.
- Ensure compliance with provincial and federal forestry regulations, as well as BC Hydro's fuel sourcing expectations.
- Work closely with regulatory bodies, including Forest Professionals BC, to align fuel sourcing with industry best practices.
- Prepare an updated annual fuel report, a 12-month Delivered Energy forecast, and progress updates on specified activities within seven days from the start of each month.

Fuel Inventory and Quality Control

- Monitor, track, and manage fuel inventory levels to prevent shortages or excess stockpiling.
- Oversee biomass fuel deliveries to ensure consistency in moisture content, calorific value, and contamination levels.
- Provide orientation to truckers on the safe delivery of wood to the site, ensuring compliance with safety protocols and site procedures.

- Implement best practices in fuel handling and storage to maximize efficiency and minimize waste.
- Conduct regular site visits and audits of supplier facilities to ensure compliance with quality and safety standards.

Operational and Financial Management

- Optimize fuel costs through competitive sourcing, alternative supply options, and efficient transportation logistics.
- Develop, monitor, and report on fuel-related budgets, expenditures, and cost-saving initiatives.
- Collaborate with plant operations to align fuel procurement strategies with power generation needs.
- Analyze and forecast biomass market conditions to inform purchasing decisions.

Stakeholder Engagement and Industry Representation

- Actively represent Atlantic Power in the forestry and fiber community.
- Engage with local, regional, and provincial stakeholders, including government agencies, Indigenous communities, and industry associations
- Participate in industry conferences, working groups, and professional organizations to stay informed about policy developments and emerging trends
- Pursue Forest Enhancement Society of BC funding and collaborate with partners by guaranteeing fuel supply to support their funding applications.
- Foster relationships with community partners to explore new fiber supply opportunities.
- Secure rights to roadside logging debris by establishing fibre supply agreements with major licensees and developing a coordination model used by other biomass end users

Requirements:

- Registered member of Forest Professionals BC, with a designation as a RPF (Registered Professional Forester) or a RFT (Registered Forest Technologist)
- Bachelor's degree or diploma in Forestry, Forest Management, or a related field.
- Minimum of 7-10 years of experience in biomass fuel procurement, fiber supply management, or forestry operations.
- Demonstrated ability to negotiate and manage complex contracts with multiple stakeholders.
- Strong knowledge of forestry regulations, biomass fuel standards, and environmental compliance.
- Experience with fuel inventory management, logistics, and supply chain optimization.
- Proven ability to analyze market trends and implement strategic sourcing plans.
- Excellent communication, negotiation, and relationship-building skills.
- Proficiency in Microsoft Office Suite and data management tools.
- Valid BC driver's license and willingness to travel to supplier locations as required.

Physical Requirements:

- Ability to work in outdoor and industrial environments, including exposure to inclement weather.
- Comfortable working around heavy equipment, fuel storage areas, and biomass processing facilities.
- Ability to lift, push, pull, and carry items up to 50 lbs.
- Capacity to climb ladders, work at heights, and enter confined spaces as needed.
- Use of appropriate personal protective equipment (PPE), including respirators when necessary
- Able to work Monday to Friday, during normal business hours.