

## Job Descriptions

Job Title	Description
ACCOUNTANT	Accounting responsibilities include: electric and gas supply, accounts receivable monitoring and collection, bank wires and ACH transactions, bank reconciliations, benefit-related accounting, oil & gas royalties, customer advances and misc. cash receipts.
ACCOUNTANT	Examines accounts and records and computes taxes owed according to prescribed rates, laws and regulations. Prepares and reviews monthly tax accrual and prepares quarterly/annual tax work papers.
ACCOUNTANT	Responsible for preparing journal entries, reconciling with General Ledger accounts, running and reconciling financial reports, analyzing and explaining budget variances.
ACCOUNTANT	Performs general accounting duties including customer account reconciliation and accounts receivable duties. Administers the procurement card program to include but not be limited to card distribution, card termination, credit limit assignment, daily uploads from the credit card vendor, monthly reconciliation and payment and monthly audits of the program
ACCOUNTANT ASST	Assists in preparing journal entries, reconciling with General Ledger accounts, running and reconciling financial reports, analyzing and explaining budget variances.
ACCOUNTANT ASST	Assists with electric and gas supply, accounts receivable monitoring and collection, bank wires and ACH transactions, bank reconciliations, benefit-related accounting, oil & gas royalties, customer advances and misc. cash receipts.
ACCOUNTANT SR	Responsible for more technical accounting activities, including: computation of unbilled revenues, A&G rate studies and labor rate analysis. Accounting functions include: trusts, foreign companies, electric and gas revenues, energy imbalance, transmission expense and capital projects, unregulated entities, and regulatory asset and liabilities. Assist with accounting processes related to running SAP software and FERC and MT Public Service Commission reporting.
ACCOUNTANT SR	Responsible for preparing financial reports to be provided internally and externally to appropriate parties (i.e. Regulatory agencies, SEC, Annual Report, FERC Form 1)
ACCOUNTANT SR	Responsible for processing and monitoring fixed asset activities, including property, plan and equipment; construction work-in-progress, and depreciation. Maintain asset records and providing reports to meet internal and external requirements.
ADMINISTRATIVE ASSISTANT	Provides administrative support to assigned personnel.
ADMINISTRATOR BENCHMARKING	Provide analysis, technical support and coordination for T&D Electric and Gas Operations, Customer Care and Corporate and Shared Services benchmarking studies.
ADMINISTRATOR BENEFITS	Administers all health and welfare benefit plans for the company, which includes plan changes, vendor payments, and eligibility issues. Facilitates annual re-enrollment, which encompasses rates, plan document changes and employee communications.
ADMINISTRATOR EAS	Performs application level security administration for our SAP R/3 and SAP BW systems. Includes: General security design and implementation for SAP systems; User ID addition, deletion, and maintenance; Role definition, assignment, and maintenance; Troubleshooting of security access problems; SAP user licensing compliance; Security monitoring; SAP change transports and control; OSS access administration
ADMINISTRATOR NETWORK	Job duties include the maintenance of the computer network, security, firewalls, system monitoring software, operating systems, anti-virus software, and support of the Energy Management Systems. This position requires the development of computer policies as they pertain to the Sarbanes-Oxley Act and the NERC Security Standards.
ADMINISTRATOR TELEPHONE SYSTEM	Orders Private Line, Business Line, T-1, etc services from Qwest or other LEC, works with NWE engineers and Telco personnel on above services, acts as the interface for cell phones (orders, straightens out billing problems, educates users, programs phone, trouble shoots phones), orders services from AT&T, billing problem resolution all common carriers and LEC's, interface for coordinating telephone work for moves and remodeling, maintains documentation, notifications to users, updates switch files as required, helps with trouble shooting telephone system problems, handles invoices for natural gas, electricity, propane, Qwest and AT&T, does FCC licensing (uses electronic data-base for modifications and renewals)
ADVISOR	Responsible for designing protective relay schemes for the Electric Transmission system; also reviews the work done by contract engineers in designing protective relay schemes used for the electric transmission system
ANALYST BENEFITS	Responsible for developing processes and procedures for administering and implementing benefit plans to comply with regulations and plan documents.
ANALYST BUSINESS PERFORMANCE	Responsible for financial reporting, business analysis and planning, budgeting and business training for Wholesale Operations.
ANALYST BUSINESS/CONFIGURER	Participates in technical studies to evaluate business systems requirements and recommend appropriate solutions. Configures ERP systems to meet business objectives. Assists project manager on high priority projects. Interfaces with programmers/analysts to explain solutions. Prepares communications and makes presentations on system enhancements and/or alternatives.
ANALYST CACS	Responsible for the customer care support tasks such as the department budget and benchmarking activities; assists in the development of customer care business processes and analyzes customer care system problems and enhancements; responsible for maintenance of and enhancements to customer care infrastructure.
ANALYST CIP NETWORK SECURITY	Support NorthWestern Energy's Mill Creek Generation Station (MCGS) in the areas of network administration, physical and cyber security and NERC CIP compliance
ANALYST CONTRACT	The contract analyst is primarily responsible for developing, preparing, evaluating, and tracking contract and bid information, communicating with clients to evaluate necessary special provisions, and verifying that the contracts meet state and other business and insurance requirements. Other requirements of this include development and maintenance of a contract log and preparation and maintenance of contract shell documents.
ANALYST CONTROLS	Responsible for supporting key activities for Internal Controls Compliance. Ensure that controls over financial reporting and the supporting key business processes are designed and documented appropriately.
ANALYST CUST SVC SUPPORT	Responsible for the development of new systems and maintenance and enhancements to existing systems as well as staffing the CIS Help Desk; responsible for business process development, maintenance, and enhancements; responsible for successful completion of special projects as assigned.
ANALYST CUST SVC/BUSINESS-TRAINING	Responsible for developing, coordinating, and delivering Customer Care related training.
ANALYST DATA	Responsible for the development and integrity of all data management systems for the electric and natural gas systems. Provide integration between the databases and other engineering software and will assist with the completion of the mapping software implementation.
ANALYST DATA MEASUREMENT	Provides analysis and interpretation of gas measurement data.
ANALYST DATA SYSTEMS	Ensures the integrity of all data systems within engineering and is responsible for the AM/FM system, the System Integrity database for Gas and Electric, electric reliability database and many other databases.
ANALYST ELECTRIC TRANSMISSION	Creates, maintains and analyzes the database containing Electric Transmission information for maintenance and system integrity purposes.
ANALYST EMS	Provide computer support services for the electric Energy Management System.
ANALYST EMS USER SUPPORT	Analyze and design applications/software and implement operating systems to support the EMS and energy scheduling applications for System Operations and Transmission Marketing.
ANALYST FINANCIAL	Performs varied work assignments with limited supervision. Conducts and documents moderately complex financial analysis projects. Brings inconsistencies and problems to the attention of management. Assists with daily and monthly cash process. Monthly reporting requirements for internal needs and supports external requirements.

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ANALYST FINANCIAL SR	Conducts assignments involving financial analysis projects, along with SAP report development and analysis for all areas within the organization. Presents strategy recommendations to management. Provides training and guidance to less experienced staff.
ANALYST GAS SUPPLY	Calculate, present, and monitor tracking cases for regulatory filings, process natural gas payments and sales.
ANALYST HR	Responsible for analyzing HR information, including Workforce planning, HR benchmarking and monitoring compliance with HR-related SOX requirements.
ANALYST INFORMATION	Assists in coordinating specific projects to meet overall departmental objectives. Plans, schedules, conducts and coordinates detailed phases of the information technology work as part of a major project or in a total project of moderate scope. Responsible for the impact of decisions; responsible for critical systems; Responsible for enterprise server and network equipment, security administration and overall operation of electronic infrastructure.
ANALYST INFORMATION	Develops cost-effective information technology solutions by creating new and modifying existing software applications that are more complex with full competency. Coordinates with users to determine requirements. Reviews systems under development and related documentation. Creates more complex prototypes. Codes, tests, debugs documents and implements more complex software applications.
ANALYST INFORMATION	Provides end user support with PC issues. Identifies issues with hardware and software, and escalates issues to other teams as needed.
ANALYST LEASE	Performs storage lease administration and maintenance and other transmission and storage duties as assigned.
ANALYST PLANNING	Performs varied work assignments with limited supervision. Conducts and documents moderately complex financial analysis projects for corporate planning purposes. Assists in overall budget development process. Brings inconsistencies and problems to the attention of management.
ANALYST RATE	Responsible for maintaining systems and performing load data analyses to support regulatory filings, choice transmission billing, forecasting, planning, and other Company needs.
ANALYST RECORDS	Responsible for leading the development and implementation of a firm-wide records management program including strategic and tactical goals, policies, procedures, and records retention schedules.
ANALYST REG AFFAIRS	Responsible for MV90 Interval data collection systems and programs at NWE. This includes development and support of MV90 procedures and overseeing the day-to-day interval data collection process.
ANALYST RELAY	Develop, implement and maintain all necessary documentation to comply with NERC Standards. Plans, designs, coordinates, and implements protective relay and supervisory control systems for the safe and reliable operation of electric transmission, distribution and generation facilities.
ANALYST RISK	Analyze Risk Exposures and Coverage requirements in proposed leases and contracts; prepare financial reports and analyses; Respond to frontline and external personnel regarding various risk/insurance issues.
ANALYST SECURITY	Assists with coordinating all aspects of infrastructure security operations.
ANALYST SYS OPS TRAINING	Maintain the Dispatcher Training Simulator (DTS). Develop, implement, and maintain all necessary training programs for Transmission Operators as assigned by supervision.
APPR ELECTRIC-AFT 5/1/01-IBEW 44	Required to assist in the installation, testing, maintenance, overhaul, and removal of substation, relay and/or metering equipment.
APPR GAS-AFT 5/1/01-IBEW 44	Assist in construction and installation of all services and mains utilizing all taping and other equipment. Aid in operating locating equipment and locate both gas and electric lines. Perform emergency response functions such as investigation and repair of gas leaks and abnormal operating conditions. Construct commercial and residential meters and aid in completion of service orders.
APPR GASMAN-SC	Assists in completing all gas service work for NorthWestern and customers.
APPR JOURNEYMAN COMBO-IBEW 44	Through On The Job Training (OJT) and classroom experience, will become knowledgeable for the daily safe operation, maintenance, and construction of natural gas and electric distribution and electric transmission facilities.
APPR LINEMAN-AFT 5/1/01-IBEW 44	Under the direction of an electric foreman the apprentice lineman assists the lineman and foreman in their daily activities to gain the associated training to become a journeyman lineman.
APPR OPERATOR TRANS-IBEW 44	Supports the combined electric and natural gas transmission system crew at the System Operations Control Center (SOCC).
APPR PIPEFITTER-CLS 4-AFT 9/2/01-41/459	Assists in gas service and composite construction work in the service area under supervision of a journeyman.
APPRENTICE GC WELDER-FITTER	Learning about welding procedures and practices associated with steel gas systems.
APPRENTICE LINEMAN-SC	Under the direction of a foreman the apprentice lineman assists the lineman and foreman in their daily activities to gain the associated training to become a journeyman lineman.
APPRENTICE METER READER-SC	Assists in reading company natural gas and/or electric meters in an accurate, efficient, safe and professional manner.
APPRENTICE TELECOM TECH	Assists the Telecommunications Technician in the operation and maintenance of the NWE telecommunications system.
ASSISTANT CONTROLLER	Responsible for preparation and consolidation of monthly financial statements; monthly review and analysis of account reconciliation; and providing assistance in preparing senior management for quarterly analyst calls regarding results. Coordinates and distributes monthly consolidated results to senior management; coordinate year-end audit with external auditors; and develop and maintain accounting policies and procedures.
ASSISTANT TREASURER	Responsible for cash management and forecasting, investments, credit allocation, monitoring of debt covenant compliance, and maintaining bank relationships. Support capital markets activities.
ASST CORP SECRETARY	Responsible for assisting corporate secretary in preparing and maintaining official corporate records, notices, and actions as required by federal, state and local jurisdictions and by other regulatory authorities.
AUDITOR	Provide an independent appraisal of the effectiveness and efficiencies of internal controls, assess the integrity of financial reports, evaluate risk and identify operational efficiencies.
AUDITOR SR	Provide an independent appraisal of the effectiveness and efficiencies of internal controls, assess the integrity of financial reports, evaluate risk and identify operational efficiencies.
BUYER	Locate, evaluate and purchase materials and supplies for Company Operations, and continually monitor price, specifications, quality, transportation and delivery schedules of those purchases. Negotiate, establish and manage procurement contracts and alliances. Work closely with vendor representatives for information pertaining to new developments and products.
CHIEF AUDIT & COMPLIANCE OFFICER	Chief Compliance Officer for the company. Also responsible for implementation of internal control and enterprise risk management frameworks to meet Sarbanes-Oxley Act requirements and to establish processes for the identification of risk situations.
CONSULTANT	Coordinate NWE's overall USB program effort including related budgeting, program planning, promotion, and reporting activities. Manage residential and market transformation related USB programs.
CONSULTANT APPL DEV	Key contributor to the application development team which operates in a highly complex, integrated software environment. Responsible for leadership, planning, strategy, and the most complex software application development tasks.
CONSULTANT BUS ANALYST	Key contributor to the application development team which operates in a highly complex, integrated software environment. Responsible for leadership, planning, strategy, and project management.

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CONSULTANT PLANNING	Responsible for managing or directing most important and high impact projects. Is widely recognized as a knowledge leader and regularly demonstrates significant creative and analytical skill that contributes beyond the scope of a senior engineer. Possess excellent communication skills, has broad business knowledge and has an understanding of how decisions impact the transmission business.
CONSULTANT SERVER	Job duties include the maintenance of the computer network, security, firewalls, system monitoring software, operating systems, anti-virus software, and support of the Energy Management Systems.
CONTRACTS EXPEDITOR	Coordinates the request and status tracking of all company service contracts as defined by corporate Service Contracting Policy and Procedure.
COORDINATOR ACCT & ANALYSIS	In conjunction with Customer Care Management, develop and manage accounting, benchmarking, database and business planning structures and perform research; all of which provide strategic direction to Customer Care and Communication's Management.
COORDINATOR ADMINISTRATIVE	Responsible for maintaining the administrative functions with the Department. In this regard, input data for related records, including training and record keeping. Maintain the files. Distribute related information to internal and external personnel.
COORDINATOR BUSINESS	Responsibilities include: electric and gas supply, accounts receivable monitoring and collection, bank wires and ACH transactions, bank reconciliations, benefit-related accounting, oil & gas royalties, customer advances and misc. cash receipts.
COORDINATOR CORPORATE	Coordinate internal and external communications.
COORDINATOR DATA MSRMT LEAD	Gas measurement data coordinator.
COORDINATOR DISPATCH-SC	Coordinates completion of work where the majority of tasks require a single resource. Works with the Call Center, area technicians, area manager, and area foremen. Makes work assignments, coordinates commitments with customers and resources, records time and work volume for resources, creates and closes orders, and coordinates available resources with other Dispatch coordinators serving other Areas.
COORDINATOR DOT	Work with public officials in the completion of DOT inspections for SD and NE. Plan and organize annual DOT workload along with Operator Qualification requirements for SD and NE. Ensure requirements pertaining to compliance to CFR 49, Part 192 is completed by NWE.
COORDINATOR DSM & PUBLIC RELATIONS	Responsible for assisting in recognizing emerging issues, providing tactical communication objectives, and acting as the liaison for SD/NE customers, communities, and management. Also responsible for supporting all facets of the Demand Side Management (DSM) Programs.
COORDINATOR FLEET	Responsible for the fleet operations process, which includes vehicle and equipment specifications, order process, receiving of vehicles, invoice payment, the sale and dispersal of vehicles and equipment, licensing and titling, fuel and fuel card responsibilities, fleet vehicle analysis data and other assignments pertaining to fleet operations.
COORDINATOR GAS TRADING	Provide management service for customers SD & NE, Gas accounting for SD & NE regulated and non regulated, assist regulatory function SD & NE.
COORDINATOR GENERATION TRNS	Responsible to be informed and must be able to effectively communicate national, state and NorthWestern Generation/Transmission Interconnection and Transmission Service Request policies and procedures. Primary contact person for potential generation, transmission or other interconnection customers who desire to interconnect to NorthWestern Energy's system.
COORDINATOR GIS	Responsible for the development and integrity of the GIS data management system for the Gas Transmission and Storage Department.
COORDINATOR JOINT USE	Works to coordinate joint use of poles and other equipment with outside agencies.
COORDINATOR OFFICE	Responsible for data input into SAP, materials received, gas plant reporting, safety equipment inventory management, operator qualification coordinator, and invoice administration. Also responsible for relaying various communications between GTS personnel and north area field personnel.
COORDINATOR PERFORMANCE MANAGEMENT	Responsible for the monthly reporting and forecasting of SD and NE expense budgets.
COORDINATOR SAFETY & ENV	Responsible for conducting inspections, job site visits, PPI hazard assessments, training programs, breath alcohol testing, accident investigations, and risk assessments.
COORDINATOR TRAINING & DEVELOPMENT	Collaboratively identifies, plans, and implements strategies to meet the training and development needs of the organization. Aligns training and development activities with organizational strategy, mission, vision and values. Supports programs fostering employee engagement across the organization.
COORDINATOR VEG MGMT	Tree trimming, weed spraying, reseeding, and other rights of way activities related to electric and gas transmission and distribution.
COUNSEL CORPORATE	Provides legal representation for the company.
COUNSEL CORPORATE & CORP SECRETARY	Provides legal representation for the company. Serves as corporate secretary for the company.
CRAFTSMAN 1ST CLASS	Welder, pipe fitter gas transmission construction specialist.
CRAFTSMAN 1ST CLASS-USW #493	Welder, pipe fitter gas transmission construction specialist.
CUSTOMER ASSOCIATE-NON	Responsible for daily customer interactions in field offices.
CUSTOMER ASSOCIATE-SC	Responsible for daily customer interactions in field offices.
DESIGN DRAFTER	Provides mechanical, survey and mapping, alignment sheets and permits drafting service to GTS.
DESIGN DRAFTER SR	Provides mechanical, survey and mapping, alignment sheets and permits drafting service to GTS.
DESIGNER GRAPHIC	Responsible for the design and production of electronic print-ready artwork; the design of business presentations; the analysis and transfer of technical data in graphic illustrations; the integration of text and graphics; and desktop publishing services such as electronic page layout, digital calligraphy and typesetting.
DIR INVSTR RELATIONS & BUS DEV	Researches, develops and communicates publicly available information to sell-side and buy-side research equity analysts, equity investors, fixed-income analysts and debt-holders of NorthWestern.
DIRECTOR ASSET MANAGEMENT	Responsible for all aspects of managing the distribution infrastructure which includes the future planning for additions or upgrades to the system to maximize the performance (reliability) and the capacity. They will do this by establishing construction and maintenance standards, engineer all large projects and manage the system integrity of the electric and natural gas systems.
DIRECTOR ASSET MGMT & CUST SRVC TRAINING	Responsible for BT asset management, coordinates all budget activities and administers all technology contracts; systems administration for the AS/400, oversight of all technology trainings.
DIRECTOR BT APPLICATION DEVELOPMENT	Responsible for the management of a team of Application Developers that supports NWE.
DIRECTOR BT BUSINESS APPLICATIONS	Directs multiple teams of business consultants involved in the evaluation of systems requirements. Ensures projects are completed within committed time and budget and are integrated with other IT architecture projects. Generates business consulting policies, standards and procedures.
DIRECTOR BT PROJECT MGMT OFFICE	Responsible for determining current and future enterprise infrastructure needs.
DIRECTOR BT SECURITY	Infrastructure Security Coordinator is responsible for coordinating all aspects of infrastructure security operations. Establishes and maintains security policies and procedures. Ensures infrastructure security access is protected against unauthorized access, modification, or destruction.

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DIRECTOR BT TELECOM & NETWORKS	Responsible for project management, planning work of and scheduling Field Technicians, developing and implementing maintenance procedures, coordination of work with other departments and contractors, education and training, safety oversight, personnel evaluation, directing field work, trouble shooting major system problems, forward planning, time administrator, <u>research, specify and purchase test equipment.</u>
DIRECTOR BUS DEV & ANALYSIS	Assists in developing business plans and performing analysis on the strategic objectives for the Wholesale dept.
DIRECTOR BUS DEV & COMMUNITY REL	Responsible for all business and community relations. This group will be the face of NWE and will act as the spokesperson in local communities. Their role will be to build relationships with community leaders, local Govt. Officials and the business community (i.e. Chambers etc.) and large customers. This group will also represent NWE for local economic development and will coordinate major distribution growth opportunities. They will also establish strategy and <u>deal with territorial integrity issues and be the liaison for corporate gov't relations and communication.</u>
DIRECTOR BUS PERFORM & ANALYSIS	Responsible for direction of the FERC mandated generation, transmission and load interconnection processes, and for <u>business and performance analysis including budgeting, financial reporting and major project documentation.</u>
DIRECTOR CC SYSTEMS & SUPPORT	Responsible for the management of customer care infrastructure, systems, and support tasks such as training, budget, <u>special requests, etc.</u>
DIRECTOR COMP & BENEFITS	Evaluates current compensation programs in order to make recommendations for changes. Oversees analysis of compensation survey responses and ensures that compensation remains competitive to attract, retain and motivate employees. Manages the compensation staff in the organization and administration of compensation systems. Coordinates all aspects of the planning and administration of employee benefits. Evaluates status of current programs to <u>ensure employee satisfaction as well as to minimize costs.</u>
DIRECTOR CORP COMMUNICATIONS	Directs employee communications in MT/SD/NE; media and community communications in MT.
DIRECTOR CUSTOMER CARE	Responsible for overseeing the revenue collections and customer interactions areas.
DIRECTOR ELEC TRNS/ENG & PLANNING	Oversees design, construction and maintenance for protective relay, transmission line and substation engineering for NWE <u>as well as local and regional planning.</u>
DIRECTOR ENERGY RISK MANAGEMENT	Responsible for the overall management of the market risk function, including interaction with corporate management, <u>front-office teams, and external parties such as regulators as necessary.</u>
DIRECTOR ES PLANNING & REGULATORY	Responsible for energy planning staff and is accountable for the management of long-term electricity and natural gas planning, long-term energy portfolio acquisitions, and provides regulatory support for recovery of supply cost expenses in MT.
DIRECTOR EXEC STATE/LOCAL COMM REL	Oversees the company's governmental affairs functions acting as the primary point of contract between the company, <u>state legislatures, local governments, trade associations, and community groups.</u>
DIRECTOR FIN PLNG/ANALYSIS	Responsible for the monthly reporting/forecasting process, the annual planning process, and the five-year planning model. Facilitate the communication of financial information to the investment community, and potential involvement with <u>strategic acquisitions.</u>
DIRECTOR FINANCIAL REPORTING	Responsible for coordinating financial reports to be provided internally and externally to appropriate parties (i.e. <u>Regulatory agencies, SEC, annual report).</u>
DIRECTOR GAS GROWTH & STORAGE	Responsible for managing, directing and supporting all of the gas transmission and storage functions within the State of <u>Montana in order to assure reliable gas transmission and storage services to all customers.</u>
DIRECTOR GAS TRNS & STORAGE	Responsible for managing, directing and supporting all of the gas transmission and storage functions within Montana <u>in order to assure reliable gas transmission and storage services to all customers.</u>
DIRECTOR GOVT & REG AFFAIRS	Oversee the activities of regulatory filings in SD and NE including development, analysis and review of information <u>related to rates, revenues, tariff schedules, service, load and customer data, regulatory filings and presentations.</u>
DIRECTOR GOVT RELATIONS-MT	Responsible for overseeing all of the government affairs and lobbying efforts in Montana.
DIRECTOR HUMAN RESOURCES	Directs the development and implementation of organization-wide policies and programs encompassing all aspects of human resources management including employment, labor relations, employee benefits, compensation, training, <u>placement, organizational development, ADA and EEO compliance, and employee assistance.</u>
DIRECTOR KEY ACCTS/CUST EDU	Responsible for the administration of a comprehensive key account program, development / administration of large customer utility contracts, and oversight of the large customer USBC program. Responsible for the economic development activities related to MT operations at the state and regional level, responsible for the interactions between NWE and suppliers participating in the competitive (deregulation) environment, and providing oversight/direction to the <u>satisfaction survey and customer education activities of the Company.</u>
DIRECTOR LONG-TERM RESOURCES	Responsible for evaluating and executing long term utility assets and South Dakota
DIRECTOR MARKETING OPS	Responsible for the company's energy supply market operations including real-time, day ahead and term electric and natural gas trading and scheduling. Also responsible for developing and maintaining contacts with brokers, marketers <u>and utilities; executing term transactions; managing existing wholesale contracts.</u>
DIRECTOR ORG DEVELOPMENT & LABOR REL	Manages the day-to-day activities of human resources programs including employment, employee benefits, compensation, training, development, ADA and EEO compliance and employee assistance for business units. Also <u>responsible for labor relations and community relations issues.</u>
DIRECTOR RECORDS MANAGEMENT SYSTEMS	Responsible for evaluating the overall effectiveness of company processes and making recommendations for their improvement. Responsibility for the establishment of an information repository for the collection, protection, access and <u>use of data.</u>
DIRECTOR REGULATORY AFFAIRS	Provide oversight of regulatory activities associated with cost of service, allocated cost of service, rate design, tariff <u>administration and other regulatory support functions in MT, SD and NE.</u>
DIRECTOR REGULATORY PRACTICES	Provide oversight of regulatory activities associated with cost of service, allocated cost of service, rate design, tariff <u>administration and other regulatory support functions in MT, SD and NE.</u>
DIRECTOR RISK MGMT	Develop a corporate risk strategy; Research, evaluate, and make recommendations regarding risk conditions and alternatives to mitigate these risks; Identify and analyze potential impact of exposures to loss; Negotiate, manage and oversee broker & insurance relationships; Provide consultation and technical advice on insurance and risk management <u>matters.</u>
DIRECTOR SAFETY/HLTH/ENV SVCS	Manages the safety, health, and environmental programs within the operations of NWE. Responsible for ensuring that the policies, practices, and methods of the Company are consistent with its safety, health, and environmental objectives. Also responsible for the administration of all related programs, including public safety, employee safety and health, <u>environmental compliance and training. The main contact for OSHA related issues.</u>
DIRECTOR SD PRODUCTION OPS	Oversees NorthWestern's Generation for SD, also oversees and helps in Transmission issues related to SD, oversee SD <u>dispatching.</u>
DIRECTOR SOCC OPS & TRNS SERVICES	Responsible for all aspects of the company's commercial and reliability transmission operations including the SOCC real-time dispatch operations, gas and electric transmission services functions, transmission asset optimization, generation, <u>load and transmission interconnection, contracts and FERC tariff functions.</u>
DIRECTOR SUPPORT SERVICES	Responsible for providing leadership and overall efforts of the Department. This position interacts with all levels of the <u>Company. This position has responsibility for the day to day management within the Company.</u>
DIRECTOR TAX	Responsible for formulating policy and plans for the tax department and providing overall direction for the income, withholding, VAT, GST, capital, sales and use, excise, customs, and property tax functions. Directs activities associated <u>with the compliance of policies and procedures to meet corporate objectives and regulatory requirements.</u>

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DISPATCHER CHIEF	Maintain support system (both hardware and software) for System Control (SCADA) for both Electric & Gas systems by performing the following duties. Maintain fiber and microwave communication systems. Analyzes telecommunications requirements, and plans, programs and tests telecommunication systems. Support of NorthWestern voice communications and data telemetry systems. Coordinates the selection and installation of the telephone facilities and special equipment on customer's premises.
DRIVER TRUCK-TMSTR 2	Responsible for over the road hauler.
ELECTRICIAN SUBSTATION-SC	Provide operations and maintenance support for SD operations covering substation equipment, PCB related clean up and disposal, electrical equipment repair and refurbishment.
ELECTRICIAN-IBEW 44	General responsibilities for electrical wiring and code validations in Division substations and other facilities as required. Safely operate, maintain, switch, repair, and build all substation equipment.
ENGINEER	Design and maintenance of gas distribution facilities. Direct work activities of contractors and crews.
ENGINEER	Develop and maintain electric/gas distribution standards and provides system support related to system integrity, pole attachments, planning, cathodic protection, system integrity, lighting and metering.
ENGINEER	Maintain and update O&M standards and review updates. Design or create material, labor, engineering and supervision estimates for gas or electric distribution extensions. Design expansion projects, creation of material lists and coordination of material ordering. Design and create estimates for gas or electric distribution lines. Design and create estimates for gas meter fits, gas regulator stations, gas farm taps and town border stations.
ENGINEER	Provides engineering functions, estimating duties and supervisory responsibilities. Involved with new construction and O&M activities in assigned areas of responsibilities in both electric and gas.
ENGINEER	Provides more complex engineering functions, estimating duties and supervisory responsibilities. Involved with new construction and O&M activities in assigned areas of responsibilities in both electric and gas.
ENGINEER	Responsibilities include the design of new electric and gas facilities, and supervision of the maintenance and operations of large gas metering and corrosion control activities.
ENGINEER	Responsible for design and construction of system and customer projects.
ENGINEER	Studies, monitors and enhances the O&M of the distributions systems.
ENGINEER	All aspects of line design, including permitting, material procurement and construction follow-up, construction inspection.
ENGINEER	Analyze and engineer control systems, applications, operating systems on the electric transmission Scada and energy scheduling systems.
ENGINEER	Designs and troubleshoots the protection and remote control of the electric system.
ENGINEER	Designs, plans, constructs and maintains the GTS Scada system. Designs, develops and maintains various GTS databases.
ENGINEER	Plans, designs, estimates, constructs and trouble shoots GTS facilities including transmission pipelines and compressor stations and M&R equipment. Provides engineering assistance to field operations.
ENGINEER	Responsible for developing studies, solutions, cost estimates and reports that solve the most complex electrical system problems. Provides technical direction to department engineers. Maintains a thorough knowledge of NWE's electrical system and new developments and technology.
ENGINEER	Data Systems Engineer ensures the integrity of all data systems within engineering and is responsible for the AM/FM system, the System Integrity database for Gas and Electric, electric reliability database and many other databases that are being used by Operations.
ENGINEER SR	Manage and/or provide technical support for USB research and development, renewable generation, and conservation related programs. Coordinate review and contracting for net metering and distributed generation projects installed on NWE's system.
ENGINEER SR	All aspects of line design, including permitting, material procurement, construction inspection, and construction follow-up.
ENGINEER SR	Plans, designs, estimates, constructs provides project management and trouble shoots GTS facilities including transmission pipelines and compressor stations and M&R equipment.
ESTIMATOR	Perform estimates and prepare new construction work packets for less complex installations.
EXECUTIVE ASSISTANT	Provides administrative support to the vice president, department directors, and team members.
EXECUTIVE ASSISTANT-CEO	Provides administrative support to CEO.
EXPEDITER	Utilizing SAP, monitor and track ordered material to ensure timely delivery to our operating areas. This includes contacting suppliers both by mail and phone to determine delivery status and establish follow-up action plans. The incumbent is also responsible for administering the Company freight program to include small ground and air, interstate and intrastate carriers.
FITTER GAS SMALL TOWN-41/459	Respond to customer calls, perform minor new construction activities, perform credit cuts, assist line crews, perform distribution and transmission switching and other duties as assigned.
FOREMAN BUILDING MAINT	Oversee and assist work relating to repair of buildings, mechanical or electrical systems, and installation of new or replacement equipment and maintenance of the grounds. Advanced technical knowledge of all phases of building operations required. Provides direction or assistance to staff members and outside contractors.
FOREMAN BUTTE SHOP-IBEW 44	Responsible for warehousing and crew supervision.
FOREMAN ELEC TRANSMISSION	Responsible for supervising and scheduling the work of utility crews in MT engaged in the construction and maintenance of the electric transmission system and insuring the transmission system meets the reliability and compliance requirements of the company.
FOREMAN GAS METERSHOP-SC	Responsible for natural gas meter refurbish calibration and repair.
FOREMAN GAS-SC	To supervise and install new underground gas facilities and also the installation of new electric.
FOREMAN GENERAL-SC	To supervise and install new underground gas facilities and also the installation of new electric.
FOREMAN MECHANIC MAINTENANCE	Local fleet management. Proactive and reactive work on line trucks, bucket trucks, trenchers, backhoes, cars, and trucks.
FOREMAN METER TECHNICIAN-IBEW 44	Responsible for electric meter refurbishment, calibration and repair.
FOREMAN MTRSHOP EL-SC	Responsible for electric metering operations, new customer electric metering.
FOREMAN OPERATIONS	Front line supervision of Field Operators, Plant Operators, and Section Operators.
FOREMAN RELAY TECH SR-IBEW 44	Relay design and project layout, substation operations and maintenance, 500KV operations and maintenance.
FOREMAN TEAMSTER-TMSTR 2	To supervise and install new underground gas facilities and also the installation of new electric.
FOREMAN WORKING ELECTRIC-IBEW 44	Crew or individual leader responsible for work on system and to serve customers.
FOREMAN WORKING GAS-41/459	Direct a line crew in various construction and maintenance activities as they relate to electric distribution and transmission projects.
FOREMAN WORKING GAS-IBEW 44	Direct a line crew in various construction and maintenance activities as they relate to electric distribution and transmission projects.

## Job Descriptions

Job Title	Description
FOREMAN WORKING GAS-KAL	Direct a line crew in various construction and maintenance activities as they relate to electric distribution and transmission projects.
GENERALIST HR	Responsible for the day-to-day activities of human resources programs including employment, employee benefits, compensation, training, development, ADA and EEO compliance, and employee assistance for business units.
GROUNDMAN-IBEW 44	Perform hand laborer work, assist linemen while they perform their jobs, and drive trucks as required.
HANDYMAN	Provides housekeeping and other clean up services
INSTALLER-CLASS 1-KAL	Gas distribution: equipment operator, skilled labor.
INSTALLER-CLASS 2-KAL	Gas distribution: equipment operator, skilled labor.
INSTALLER-CLASS 4-KAL	Provide labor, driving, and machine operation support for all construction of gas distribution facilities.
INTERN-ATR ENGINEER	Relay Intern will help with some of the compliance work necessary to maintain the relay testing data required for NERC compliance
INTERN-RELAY ENGINEER	Relay Intern will help with some of the compliance work necessary to maintain the relay testing data required for NERC compliance
JNYM TOWN MGR COMBO-RATE 1	Town Manager will be responsible for work involving electric and gas distribution systems which include working on electric transmission, substation, and distribution systems as well as gas distribution systems, gas gate stations, extended service work, and other duties as assigned.
JOURNEYMAN COMBINATION-IBEW 44	Responsible for daily safe operation, maintenance, and construction of natural gas and electric distribution and electric transmission facilities.
JOURNEYMAN EO SVC TECH-SC	Provides new overhead and underground electric service to customers. Performs work in O&M and construction of overhead and underground primary and secondary lines.
JOURNEYMAN GAS FITTER-41/459	Respond to customer calls, perform minor new construction activities, perform credit cuts, assist line crews, perform distribution and transmission switching and other duties as assigned.
JOURNEYMAN GASMAN-IBEW 44	Performs various duties as they relate to the maintenance and construction of gas distribution and transmission facilities.
JOURNEYMAN GASMAN-SC	Complete all gas service work for NorthWestern and customers.
JOURNEYMAN LINEMAN-IBEW 44	Builds and maintains electrical distribution and transmission lines.
JOURNEYMAN LINEMAN-SC	Builds and maintains electrical distribution and transmission lines.
JOURNEYMAN MACHINIST 2-MACH 88	Performs maintenance and repairs on the vehicles, trucks and equipment or schedules with outside vendors any necessary repairs that cannot be performed in house.
JOURNEYMAN METERMAN-SC	Responsible for stocking, installation, maintenance and repair of all metering equipment for the Aberdeen area. Inspect, maintain and repair in Aberdeen area substation transformers, power controls, power quality and metering equipment. Handle customer power consumption and quality complaints.
JOURNEYMAN RELAY-IBEW 44	Performs construction, installation, and maintenance of protective relaying equipment for electric transmission and distribution system protection.
JOURNEYMAN SERVICEMAN-KAL	Respond to customer calls, perform minor new construction activities, perform credit cuts, assist line crews, perform distribution and transmission switching and other duties as assigned.
LEAD	The relay engineering lead is responsible for relay engineering design, standards, directing internal and contract engineering resources, coordinating with internal departments, and external customers. The lead will be responsible for submitting capital budget requests for safe and reliable service.
LEAD ADMIN SPECIALIST	Working supervisor in the division administrative area. Responsible for overseeing the day-to-day operations of the dept., ensure the compliance of processes and policies and communicate with various levels from subordinates to upper management to ensure the needs of the division are being met.
LEAD BENEFITS ANALYST	Administers all health and welfare benefit plans for the company, which includes plan changes, vendor payments, and eligibility issues. Facilitates annual re-enrollment, which encompasses rates, plan document changes and employee communications.
LEAD BT DATA CENTER	Responsible for all aspects of data center operations including planning, provisioning, implementation and support of systems to provide availability of applications and data.
LEAD BT NETWORKS	Responsible for monitoring enterprise IT applications, systems, and environments. Involves installation, configuration, maintenance, and administration of our automated monitoring and management tools and notification systems. Also includes responsibility for our problem tracking system that is tied to our monitoring and management tools.
LEAD BUS WAREHOUSE DEV/SPRRT	Contributes overall strategic vision and integrates a broad range of ideas regarding Enterprise Resource Planning (ERP) implementation and support.
LEAD CASH MGMT & FIN APPLIC	Responsible for managing and monitoring daily cash transactions, reporting cash operation activities and executing borrowing/investment transactions. Ensures adequate liquidity and proper investments.
LEAD COMPENSATION ANALYST	Coordinates most matters related to the organization's compensation programs, including management of salaries, short-term incentives, and spot bonuses. Monitors salary increase to ensure adherence to budget. Studies, analyzes and processes information related to the compensation of employees based on their positions and other compensable factors. Evaluates survey data and recommends appropriate compensation levels. Maintains the compensation information system and organizes data for the generation of compensation reports. Prepares and conducts compensation surveys, analyzing results to determine their impact.
LEAD CUSTOMER CARE	This position provides for direct supervision, coaching and mentoring to Care Center Supervisors
LEAD DIRECTOR-BUSINESS TECHNOLOGY	Directs the organization toward its' primary technological objectives based on long-term product and profitability goals.
LEAD EDITOR	Develop copy that customers, employee, shareholders and the public will read in a variety of media including in-house publications, press relations, websites, blogs, brochures, etc.
LEAD ENGINEER ATR	Responsible for managing, analyzing and engineering , using significant technical knowledge, creative and analytical skills and business knowledge to work on the ATR remedial action scheme associated with the 500 kV transmission system. Assists in analyzing and engineering the most complex and high impact control systems, applications, operating systems on the electric transmission Scada.
LEAD FINANCIAL ANALYST	Responsible for the preparation and analytical review of monthly reporting/forecasting to include interfacing with business units to collect and review financial results and forecasts.
LEAD GIS ELECTRIC INVENTORY	Field representative to the GIS Field Inventory contractor as they perform a state wide inventory & mapping of the electric distribution system. Responsible for Quality Assurance / Quality Control audits of the contractor's deliverables.
LEAD MAIL SPECIALIST	Coordinate and provide mail distribution throughout entire company system. Using both internal and external resources ensure that mail and packages are delivered in a timely and cost effective manner.
LEAD OMS OPERATIONS	Responsible for facilitating project decisions for the Outage Mgmt System / Mobile Workforce Mgmt systems; coordinate efforts of subject matter experts; assist in the development of systems.
LEAD REGULATORY COORDINATOR	Responsible for developing base information, including the use of computer modeling, drafting of regulatory responses, and providing testimony before regulatory bodies. Research energy supply issues and the regulatory environment and oversee data development.
LEAD SUPPLY PLANNER	Develop analyses for electric generation resources and electric procurement plans, provide written and oral testimony in regulatory and legal proceedings, and participate in power supply contract negotiations

## Job Descriptions

Job Title	Description
LEAD TELECOM OPERATIONS	Responsible for the supervision of technicians in maintaining NWE's telecommunications systems.
LEADER CREW	Responsible for prioritizing, directing, and accomplishing the daily work assignments in the local gas transmission and storage area. The crew leader is also responsible for insuring the crew follows all applicable safety rules and procedures.
LEADER GAS MEASUREMENT & SCADA	Supervises gas measurement group.
MACHINIST SR-MACH 88	Responsible for maintenance and repair of all division vehicles, trailers and equipment. This may include contracting with outside shops for some projects.
MANAGER ACCOUNTING	Responsible for reviewing journal entries and reconciliations of general ledger accounts, supervising the month-end close process to ensure it is compiled in 5 working days, managing the quarterly external audit and providing information to auditors for review, insuring the Sarbanes-Oxley internal requirements are followed in accounting processes, running budget variance reports and explaining variances.
MANAGER AP & PAYROLL	Manages all AP and payroll processes.
MANAGER AREA	Responsible for operations, construction and maintenance in service territory. Overall responsibilities for all employees, safety, budgets, customer advocacy, facilities, personnel activities and general operations.
MANAGER ASSET OPTIMIZATION	Responsible for creating value for customers and shareholders through the optimization of NWE's growing fleet of electric generation resources and natural gas reserves and assets. Assets to be optimized may include Colstrip 4, Basin Creek, Mill Creek wind projects, and natural gas resources including equity-owned reserves and storage.
MANAGER AUTOMATION & TECHNOLOGY	Responsible for researching, evaluating, and guiding the implementation of new electronic and information based technologies on the company's distribution system.
MANAGER BT PROJECT MGMT OFFICE	Accepts, communicates, and promotes the Company's mission and business strategy. Provides vision, or a sense of direction for their work unit. Advocates and leads change that improves business performance. Builds effective teams to help address tough business issues.
MANAGER BUSINESS OPS & BUDGET	Responsible for development of annual capital budget. Develop and maintain the monthly forecasting reporting and all other capital reports required by all departments within NWE.
MANAGER COLSTRIP 500 kV PROJECT	Position is responsible for the Colstrip 500 kV upgrade project and other projects as assigned.
MANAGER COMMUNITY RELATIONS	Works to advance the reputation and image of NWE and contribute to the business and civic life in the service territory/communities by establishing productive relationships with business, civic, and local government leaders. Represent NWE in various economic development opportunities including Chambers of Commerce and Economic Development groups. Work to enhance services and relationships with medium and large sized business customers.
MANAGER CONSTRUCTION	Oversees the Construction of Electric and Gas Services and Administration in their area.
MANAGER CONTRACTS ADMIN	Responsible for the overall administration of the company's service contracts, oversees development and execution of contracts and interfaces with legal, risk management, finance, and various business units.
MANAGER CREDIT	Credit Manager is responsible for day-to-day credit monitoring, assessment of counterparties, and interaction with front-office personnel in processing new transactions involving credit risk.
MANAGER CUSTOMER INTERACTION	Manage all call center processes and functions for two call centers located in MT and SD.
MANAGER DATA SYSTEMS	Responsible for the development and integrity of all data management system for the electric and natural gas systems. Will provide the integration between the databases and other engineering software and will assist with the completion of the mapping software implementation.
MANAGER DIST ENGINEERING	Responsible for determining engineering requirements for capital budgeting and area support as requested, coordinating the engineering to coincide with operations work schedules, assigning projects within the engineering group to allow for project completion, managing expertise required for the project, allowing for and seeing that training is provided, while providing supporting functions including reviewing and developing company construction standards and construction guidelines, and providing troubleshooting expertise for the areas as required.
MANAGER DISTRIBUTION ENGINEERING	Responsible for determining engineering requirements for capital budgeting and area support as requested, coordinating the engineering to coincide with operations work schedules, assigning projects within the engineering group to allow for project completion, managing expertise required for the project, allowing for and seeing that training is provided, while providing supporting functions including reviewing and developing company construction standards and construction guidelines, and providing troubleshooting expertise for the areas as required.
MANAGER DISTRIBUTION INFRASTRUCTURE	Responsible for the overall strategic implementation including reporting, oversight and quality assurance of the Distribution System Infrastructure Plan (DSIP) throughout the MT Distribution System. Responsible for communicating the development of the plan and progress reports with various internal and external stakeholder groups.
MANAGER DISTRICT OPERATIONS	Manage, direct, and support all District functions to include electric and gas operations, safety, budgeting, related business functions, and unregulated opportunities.
MANAGER ELEC SCHED & BALANCING	Real time energy scheduler is responsible for participating on the scheduling team to ensure optimal operation of the real time scheduling desk.
MANAGER ELEC TRANS SERVICES	Responsible for supervising and managing the various electric transmission services activities, including contracting under NorthWestern's Open Access Transmission Tariff, use and management of the OASIS system, transmission customer support, and compliance with the numerous regulatory agencies' requirements.
MANAGER ENGINEERING	Responsible for the design and implementation of Lines, Substations, and Protective relay and supervisory control systems for the safe, reliable operation of the electric transmission and distribution.
MANAGER ENGINEERING/CONST	Responsible for managing all of the engineering, system planning, construction, maintenance and emergency response functions for the Gas Transmission & Storage Dept.
MANAGER ENTERPRISE RISK	Responsible for Enterprise Risk Management framework, program, and infrastructure to effectively manage its full range of risks on an integrated, company-wide basis.
MANAGER FACILITIES MGMT SVCS	Responsible for providing leadership and overall efforts of the Department. This position interacts with all levels of the Company. Responsibility for the day to day management of Facilities, Mail and Printing departments and buildings and associated properties within the Company.
MANAGER FLEET & EQUIPMENT	Responsible for planning for the maintenance and operations of department. Supervision of team. Oversee projects, Purchasing & Disposition, Fleet & Equipment Maintenance, Contract Management, Shop Management.
MANAGER GAS OPERATIONS	Supervise gas measurement group.
MANAGER GAS SUPPLY	Management of supply throughput on SD/NE gas systems.
MANAGER GAS TRANS SERVICES	Manage NWE's on-system and off-system gas transportation activities.
MANAGER GEN ASST SD/NE DIST OPS	Assists General Manager of SD/NE Distribution Operations with overall administration of the SD/NE Distribution Operating System.
MANAGER GEN SD/NE DIST OPS	Responsible for all aspects of SD/NE construction, operations and maintenance.
MANAGER GENERAL CONSTRUCTION	Responsible for all construction, related to the distribution system and large maintenance project activity including any projects which may be assigned by the transmission group.

## Job Descriptions

Job Title	Description
MANAGER GENERAL GENERATION	Responsible for the overall development and/or acquisition of generation resources in MT for NWE. This involves discussions and collaboration with various stakeholder groups in MT including ratepayers, PSC, environmental groups, renewable energy coalitions, local business and political leaders, etc. Supervision and /or direction of various talent either internal through a matrix form of management or with contractors. Strict compliance with FERC Standards of Conduct.
MANAGER GENERAL OPERATIONS	Responsible for all day to day operations that are required to operate and maintain the distribution system, including the customers service required to read meters, connect & disconnect service and react to emergency response associated with power outages or natural gas leaks.
MANAGER INTERNAL AUDIT	Supervises day-to-day activities including the coordination and administration of internal auditing assignments. Conducts more complex audits and interfaces with outside auditors to expedite their work. Provides guidance and training to less experienced auditors.
MANAGER LANDS & PERMITTING	Manage the Land and Permitting Department and coordinate all right-of-way, real estate and permitting projects and issues.
MANAGER LOAD RESEARCH	Responsible for electric load research and load profiling programs at NorthWestern Energy (NWE). This includes data collection and analysis programs to support large customer billing, choice transmission billing, regulatory filings, and forecasting.
MANAGER MATERIALS LOGISTICS	Oversees the company's distribution warehouses and inventory management, responsible for supervising warehouse staff, working with materials suppliers, and ensuring operating warehouses are properly stocked.
MANAGER MSTI PROJECT	Responsible for all aspects of the management of the technical and engineering development of the Mountain States Intertie project (MSTI).
MANAGER MT GAS OPS	Negotiate long-term and short-term Natural Gas Supply and Transport Contracts. Schedule Natural Gas on the NWE Gas Transmission System. Schedule Natural Gas for the Basin Creek Electric Generation Project. Submit the Natural Gas Tracking Case Filing with the MT Public Service Commission.
MANAGER MT PRODUCTION OPS	Manage NWE's interest in Colstrip 4 Operations, Preschedule/Daily Electric Trading & Scheduling, Contract Administration.
MANAGER NEBRASKA REGIONAL	Provides leadership support for construction and maintenance crews by coordinating construction and maintenance activity within the Grand Island Area, will coordinate and offer process/performance(human and financial)/discipline assistance to Area Managers in Nebraska, and will provide leadership and representation for Nebraska-wide governmental/economic development/community/utility organization efforts.
MANAGER OPERATIONS	Manage, direct, and support all District functions to include electric and gas operations, safety, budgeting, related business functions, and unregulated opportunities.
MANAGER OPERATIONS-SUBSTATION	The Manager of Substations reports to the General Manager, Operations and is responsible for managing, directing, and supporting all substation operations.
MANAGER PROJECT	Responsible for planning, directing and implementing the Large Project Management Plan for the construction and operation of the generation growth projects
MANAGER PROJECT MT PRODUCTION	Oversite of major contracts and performance, and project costs related to the construction of the Mill Creek Generating Station, including the owner's engineer, the turbine generator supplier, the Engineer, Procure, and Construct (EPC) contractor, and all internal Depts working on the MCGS project.
MANAGER REG AFFAIRS	Provide revenue requirement analysis and interpretations for management decision-making purposes. Responsible for all work necessary to provide and support all rate filings before the MT Public Service Commission (MPSC) and implementation and administration of rates approved.
MANAGER REGIONAL SYS PLAN & ENG	Responsible for the regional planning and related engineering associated with NorthWestern's transmission growth projects.
MANAGER REGULATORY PROCESS	Responsible for management of various Regulatory Affairs' regulatory filings and other regulatory-related processes. Will establish timelines, assign responsibility, monitor progress relative to the established timelines and develop, analyze and review information to ensure timely and accurate work products/filings in accordance with approved internal/external controls, procedures, requirements, rules and statutes.
MANAGER REGULATORY SUPPORT SERVICES	Responsible for electric load research and load profiling programs at NorthWestern Energy (NWE). This includes data collection and analysis programs to support large customer billing, choice transmission billing, regulatory filings, and forecasting.
MANAGER REVENUE CYCLE	Responsible for the Meter Read, Billing, Credit /Collections and Remittance Processes for the regulated utility.
MANAGER SAFETY	Provides safety, health, and environmental support to the MT operation areas including effective leadership and management of the safety function within the MT operation area, including supervision of the safety professionals.
MANAGER SOCC OPERATIONS	Responsible for the management of the System Operations and Energy Management Systems Engineering departments. Responsible for supporting the System Operations and EMS Engineering Supervisors who manage the staff performing the functions required for the hourly operation of both the gas and electric transmission systems.
MANAGER SR.GAS SYSTEM INTEGRITY	Responsible for all aspects of gas operation system integrity specifically D.O.T. Compliance.
MANAGER SR.OPERATIONS & SUBST	Responsible for all aspects of Billings and Surrounding community operations. Also responsible for substation operations across MT.
MANAGER SUBSTATIONS	Responsible for the day to day activities of the substation staff.
MANAGER SUPPLY CHAIN	Responsible for leading five individuals in the procurement of materials for the utility's distribution and transmission operations; contract administration and procurement card activities. Responsible for planning for the maintenance and operations of department. Supervision of team. Oversee projects.
MANAGER SUPPORT SERVICES	Responsible for the Vegetation management and joint attachment programs; meter shop operations; dept. budgets; provide technical support to Distribution Engineering and Planning.
MANAGER SYSTEM INTEGRITY & TECH SERVICES	Responsible for implementing the Pipeline Integrity Management (PIM) Plan and leading the cathodic protection activities within the Gas Transmission and Storage Department.
MANAGER T&D ENG WEST	Responsible for overseeing local area electric transmission planning in Montana service area, and ensuring that all associated FERC and NERC requirements are met. Also oversee electric transmission load interconnection studies, outage studies, and other operational studies as required. Oversee gas and electric distribution planning and capacity studies in the western half of the Montana service territory while coordinating with planning and capacity east.
MANAGER TAX	Prepare and review monthly FAS 109 tax accrual journals; assist with calculation of quarterly estimate and extension payments for all applicable taxing jurisdictions; prepare tax footnotes for quarterly and annual SEC filings; supervise filing of quarterly estimate and extension forms and payments for all applicable taxing jurisdictions and filing of annual reports for parent and wholly owned subsidiaries. Prepare tax work-papers for federal and state tax returns. Manage preparation and filing process for federal and state income and franchise tax returns
MANAGER TOWN-RATE 1-IBEW 44	Town Manager will be responsible for work involving electric and gas distribution systems which include working on electric transmission, substation, and distribution systems as well as gas distributions systems, gas gate stations, extended service work, and other duties as assigned.
MANAGER TOWN-RATE 2-IBEW 44	Town Manager will be responsible for work involving electric and gas distribution systems which include working on electric transmission, substation, and distribution systems as well as gas distributions systems, gas gate stations, extended service work, and other duties as assigned.

## Job Descriptions

Job Title	Description
MANAGER TOWN-RATE 3-IBEW 44	Town Manager will be responsible for work involving electric and gas distribution systems which include working on electric transmission, substation, and distribution systems as well as gas distributions systems, gas gate stations, <u>extended service work, and other duties as assigned.</u>
MANAGER TOWN-RATE 4-IBEW 44	Town Manager will be responsible for work involving electric and gas distribution systems which include working on electric transmission, substation, and distribution systems as well as gas distributions systems, gas gate stations, <u>extended service work, and other duties as assigned.</u>
MANAGER TOWN-RATE 5-IBEW 44	Town Manager will be responsible for work involving electric and gas distribution systems which include working on electric transmission, substation, and distribution systems as well as gas distributions systems, gas gate stations, <u>extended service work, and other duties as assigned.</u>
MANAGER TRANS & DISTR ACTG	Supervises and performs the most complex accounting and analysis duties and is knowledgeable of specialized accounting rules and regulations. Has a working knowledge of all activities which post to and affect the general ledgers. Works with all areas of the company to ensure that general ledger postings are accurate, consistent and timely. Work with accounting and other departments to identify best practices in finance and implement best practice processes. Foster a team environment which promotes positive team attitude and efficiencies and promotes individual development. <u>Reports to and communicates with the Company Controller. Prepares and monitors departmental budget.</u>
MANAGER TRANSACTION TAX	Review monthly tax accrual journals, calculate quarterly estimate and extension forms and payments for all applicable <u>taxing jurisdictions, supervise preparation and filing of quarterly estimates and payments.</u>
MANAGER TRANSFORMER SHOP	Responsible for planning and oversight of the maintenance and operations of electric and gas meter shops, and <u>transformer shop. Oversee projects.</u>
MANAGER VEGETATION MGMT	Supervises transmission tree trimming program (MT), distribution tree trimming program (MT), bare ground weed control program for MT, SD & NE service territories; noxious weed control program (MT), all associated right-of-way management activities. Pre-construction weed inventories, reclamation, erosion control, road maintenance, state and <u>federal requirements.</u>
MECHANIC MAINTENANCE	Performs maintenance and repairs on the vehicles, trucks and equipment or schedules with outside vendors any <u>necessary repairs that cannot be performed in house.</u>
METER READ CLS 1-1ST 3 MO-IBEW 44	Accurate, timely, complete reading of all meters. May also perform con/disc reads and investigations.
METER READ CLS 3-OVER 6 MO-IBEW 44	Accurate, timely, complete reading of all meters. May also perform con/disc reads and investigations.
METER READER LEAD-AMR-IBEW 44	Accurate, timely, complete reading of all meters. May also perform con/disc reads and investigations.
METER READER-AFT 7/1/92-SC	Reads all company natural gas and/or electric meters in an accurate, efficient, safe and professional manner along with <u>completing service orders.</u>
METER READER-AMR-IBEW 44	Accurate, timely, complete reading of all meters. May also perform con/disc reads and investigations.
METER READER-BEF 7/1/92-SC	Reads all company natural gas and/or electric meters in an accurate, efficient, safe and professional manner along with <u>completing service orders.</u>
METER READER-CLS 3-IBEW 44	Accurate, timely, complete reading of all meters. May also perform con/disc reads and investigations.
METER READER-NON	Reads all company natural gas and/or electric meters in an accurate, efficient, safe and professional manner.
METERMAN ELECTRIC-IBEW 44	Safely install and repair all metering systems for maximum revenue.
METERMAN GAS-SC	Read assigned gas meters accurately, report any damaged, inoperative meters, re-ledger/organize meter reading routes <u>and work with customers to gain access to inaccessible meters.</u>
MGR FERC COMPLIANCE	Responsible for ensuring NWE's natural gas storage, natural gas transmission and electric transmission system <u>operations are in compliance with all applicable federal, state and other regulatory requirements.</u>
MGR INVESTOR RELATIONS & CORP STRATEGY	Directs and manages budgeting, business planning, internal managerial reporting, and operational and administrative analysis for the overall corporation. Prepares reports discussing financial conditions and performance and budget development and analysis along with key performance indicators and communicates monthly. Provides advice and <u>analysis to higher management on a variety of financial and operational issues.</u>
MGR LARGE PROJ ENV & SITE	Responsible for all aspects of the environmental and siting process for NorthWestern's large projects.
OPERATOR FIELD-USW #493	Operates gas transmission compressors, storage wells, NGL plants pipelines.
OPERATOR MACHINE-IBEW 44	Operate backhoes, trenchers, tamps and other power operated equipment used for the construction and maintenance of <u>electric and gas facilities.</u>
OPERATOR PRESS	Responsible for the setup, maintenance and operation of duplicating and offset presses, bindery equipment, cameras, <u>film processing and plate producing equipment.</u>
OPERATOR SECTION-USW #493	Working union leader of specific field area for operations and maintenance of compressors, pipelines, wells and plants.
OPERATOR SR-SC	Foreman in charge of Internal plants, oversees maintenance on a daily basis for units. Operates units as needed.
OPERATOR SYSTEM	Provide around the clock, 7 days per week coverage of the control center.
OPERATOR TRANSMISSION II-IBEW 44	System operator in training on electric and natural gas transmission system under direction of the lead operator.
OPERATOR TRANSMISSION III-IBEW 44	Journeyman level system operator responsible for real-time control area operations of the electric and natural gas <u>transmission system under direction of the lead operator.</u>
OPERATOR TRANSMISSION IV-IBEW 44	Responsible for controlling, scheduling, and monitoring flows on the NWMT electric and natural gas transmission system, including transmission tie lines with other utilities and recording and reporting transmission system data. Also has the responsibility and authority to implement real-time actions that ensure stable and reliable operations of the bulk electric <u>and natural gas transmission system.</u>
OPERATOR TRANSMISSION LEAD-IBEW 44	On-shift supervisor for individual crews during real-time control area operations of the electric and natural gas <u>transmission system in MT, SD and NE.</u>
OPERATOR-SC	Oversee system control operations including supervising and scheduling system operators to provide around the clock, <u>7 days per week coverage of the control center.</u>
PARALEGAL	Researches law, investigates facts, and prepares documents to assist the Corporate Attorneys.
PATROLMAN/OPERATOR	Responsible for the operation and maintenance of high pressure natural gas storage wells, compressors, dehydration equipment, natural gas liquids plant and related measurement and test equipment under the general guidance of the <u>Foreman, Craftsman or Technician.</u>
PATROLMAN-RATE 2-IBEW 44	Perform construction, maintenance, and service duties related to electric and gas system in the small town area.
PILOT	Responsible for the delivery of internal flight travel and associated flight arrangements.
PILOT CHIEF	Responsible for the coordination and delivery of internal flight travel and management of the aviation department.
PLANNER ENERGY	Provides analytical services in support of long-term electricity and natural gas planning, long-term supply portfolio <u>acquisitions, and special projects on an as-requested basis.</u>
PRE-SCHEDULER/TERM TRADER	Responsible for analyzing, developing, and implementing power purchases and sales transaction strategies and ensuring that Energy Supply has adequate resources to meet its hourly demands on the following day through the use of <u>resources, existing capacity contracts, and/or purchases of market energy.</u>
PRESIDENT & CEO	Responsible for the profitability of the company's operations.
PROFESSIONAL DSM	Responsible for supporting all facets of NWE's DSM Programs including designing, developing, administering and <u>monitoring programs, program contracts, reporting on program activities and supporting regulatory filings.</u>

## Job Descriptions

Job Title	Description
PROFESSIONAL SAFETY & ENV	Responsible for conducting inspections, job site visits, PPI hazard assessments, training programs, breath alcohol testing, accident investigations, and risk assessments.
PROGRAMMER	Analyzes more complex user requirements to determine Enterprise Resource Planning (ERP) system configuration and customization with full competency. Implements, maintains and upgrades ERP application modules. Reviews system under implementation and related documentation. May coordinate activities of the project team and assist in monitoring project schedules and costs. Provides programming and operational support for more complex ERP application modules.
REPRESENTATIVE CUST SVC	Provides day-to-day frontline customer service including inbound and outbound calls, mail, fax and web customer service. Responsible for service orders designed to deliver one-stop customer service when possible.
REPRESENTATIVE CUST SVC-SC	Provides day-to-day frontline customer service including inbound and outbound calls, mail, fax and web customer service. Responsible for service orders designed to deliver one-stop customer service when possible.
REPRESENTATIVE GTI INTERCONNECTION	Responsible for supporting the needs of the Generation & Transmission Interconnection Coordinator. Schedules meetings, tenders study agreements, sends out study reports, handles the study deposits & the related invoices/refunds.
REPRESENTATIVE REAL ESTATE	Responsible for right of way, real estate, property management and permitting activities of NWE: focus on real estate and property management duties, right of way issues in the Missoula Division and the northwest area of the state, right of way issues in the Billings Division and the southern and eastern areas of the state.
ROUSTABOUT CLASS 1-USW #493	Performs operation & maintenance duties under the direction of field operators and area supervision. A roustabout does not have the appropriate operator qualification to work on his own while performing covered tasks and must be observed by a qualified person.
SCHEDULER	Identifies and executes hourly trading opportunities in the western markets on behalf of NWE.
SERVICEMAN-IBEW 44	Provides full service to customers. These activities include but are not limited to: meter sets, turn ons/off, high bill investigations, street/yard light patrol and maintenance, high bill complaints.
SERVICEMAN-RATE 2-IBEW 44	Safely operate, patrol, switch, repair, and build system transmission and distribution facilities up to 500KV plus all other assigned small town duties.
SPEC FERC COMPLIANCE	Specialist will assist the Manager, Transmission and Storage Compliance in coordinating the establishment and maintenance of the Transmission and Storage Compliance Program (TSCP).
SPEC KEY ACCT & ECON DEVL	Responsible for large customer interactions and serving as the liaison between NWE and the customer, administering the large customer USBC program, interacting with various economic development groups within the State, and developing/administering contracts.
SPECIALIST ADMINISTRATIVE	Responsible for records administration and general clerical duties for the Department.
SPECIALIST ADMINISTRATIVE	Responsible for the oversight and management of check disbursement processing, coding, accounting, and internal control for the business. Supervise, train, and develop accounts payable staff.
SPECIALIST ADMINISTRATIVE	Administrative support for the Regulatory Affairs Dept. working with MPSC and FERC Dockets and MPC Natural Gas Trust Fund.
SPECIALIST ADMINISTRATIVE	Perform dispatching, Orcom billing and service orders, outage reporting, accountants payable, payroll, safety training, meter reading, credit notice delivery, damage and claim investigations, social functions or meetings.
SPECIALIST ADMINISTRATIVE	Perform dispatching, ORCOM billing and service orders, outage reporting, accountants payable, payroll, safety training, meter reading, credit notice delivery, damage and claim investigations, social functions or meetings.
SPECIALIST ADMINISTRATIVE	Provides administration support for the department which includes the retention, retrieval, storage, destruction, microfilming, scanning, and electronic management of all records, regardless of the format, received into the dept.
SPECIALIST ADMINISTRATIVE	Provides administration support for the department. Coordinates the Resource Library, recordkeeping to meet requirements of DOT, and recordkeeping on all employee safety and environmental training. The educator provides public safety programs and materials to schools, contractors, first responders, and civic groups.
SPECIALIST ADMINISTRATIVE	Provides support to the dispatch coordinators; helps coordinate completion of work.
SPECIALIST ADMINISTRATIVE	Responsible for maintaining the administrative functions with the Department. In this regard, input data for related records, including training and record keeping. Maintain the files. Distribute related information to internal and external personnel.
SPECIALIST ADMINISTRATIVE	Sort and process all incoming and outgoing external and inter-company mail and packages. Deliver and pick-up outgoing mail from team member offices.
SPECIALIST ADMINISTRATIVE	Performs secretarial and clerical duties for the department. Assists in certain transmission pre-schedule activities, including control area checkouts. Collects and reports gas and electric transmission usage statistics, as well as certain market indices.
SPECIALIST ADMINISTRATIVE	Provide clerical support for the Electrical Engineering Department. This includes but is not limited to the following: typing, filing, operating the large format print machine, maintaining and updating various data bases, ordering supplies, maintaining original drawings in a safe/secure environment, and making sure that equipment in the area is available and in good working.
SPECIALIST BENEFITS	Responsible for administering the delivery of and assisting with implementation and communication of benefit plans, including medical, dental, vision, life insurance, pension plans and 401(k) plan to NWE employees and retirees.
SPECIALIST BILLING	Responsible for the Meter Read and Billing Processes for the regulated utility.
SPECIALIST BT PROJECT MGMT OFFICE	Participates in technical studies to evaluate business systems requirements and recommend appropriate solutions. Configures ERP systems to meet business objectives. Assists project manager on high priority projects. Interfaces with programmers/analysts to explain solutions. Prepares communications and makes presentations on system enhancements and/or alternatives.
SPECIALIST COLLECTION	Responsible for Credit/Collections Process and Remittance Process for the regulated utility.
SPECIALIST CONTACT CENTER	Support the supervisors regarding escalated call coverage in addition to CSR responsibilities.
SPECIALIST CONTRACT & REGULATORY	Prepare and monitor requests for proposal and contracts for Natural Gas, Qualifying Facilities, and Propane resources. Nominations for transmission pipeline volumes.
SPECIALIST CORPORATE COMM	Creates and shares relevant information with customers, employees and shareholders about NorthWestern Energy that underscores the company's mission.
SPECIALIST CUST ACCT-SC	Responsible for a variety of tasks in Meter Reading, Billing, Credit/Collections and Remittance Processes for the regulated utility.
SPECIALIST ELEC TRANSMISSION	Responsible for electric transmission pre-schedules, handling of OASIS reservations and NERC/WECC tags, and information reporting. Administers contracts. Involved in the marketing of the electric transmission system.
SPECIALIST ELEC TRNS CONSTRUCTION	Responsible for designing electric transmission projects and ensuring the construction is done pursuant to the design. The design of the assigned projects will be checked and approved by an Electric Transmission Engineer.
SPECIALIST GEN & TRANS INTERCONNECT	Ensure that the interconnection procedures are applied in accordance with the NorthWestern Energy Tariff and with FERC Interconnection procedures.
SPECIALIST HR SERVICE CTR	Responsible for administering all aspects of human resources policies, benefit programs, and payroll according to established plans, programs and procedures. Includes data entry, file and record maintenance and responding to employee and vendor inquiries.
SPECIALIST HUMAN RESOURCES	Assists in the employment process including management of applicants.

## Job Descriptions

Job Title	Description
SPECIALIST LOAD RESEARCH	Collects, validates, and reports data from electric interval data recording meters. The data is collected from large customers, wholesale customers, load research samples, substations, and other accounts. The information is used for <u>billing, load research, engineering, and other uses.</u>
SPECIALIST MIDDLEWARE	Performs platform and application level administration of our SAP R/3 and SAP BW systems. Includes: Database administration; SAP BASIS level administration; User support and troubleshooting; Installation of SAP and add-on software on backend servers and application of support packages and upgrades; Preparation and support of SAP software for client installation; Server hardware planning and deployment; Disaster recovery planning and implementation for SAP platforms
SPECIALIST OFFICE AUTOMATION	Provide administrative and clerical support to relieve department managers or staff of administrative details. May coordinate messages, appointments, information to callers, file maintenance, department office supplies and mail. <u>Researches, compiles and proofs word processing assignments. Operates automated office equipment.</u>
SPECIALIST PAYROLL	Exempt level position responsible for accurate and timely payroll processing, system balancing, payroll tax filing and reporting, including preparation of W-2's and 1099-R's. Includes reconciling certain payroll accounts, and providing assistance with identifying reconciling items for others. Conducts payroll variance analysis and provides management reports
SPECIALIST PRINT MAIL	Sort and process all incoming and outgoing external and inter-company mail and packages. Provide copying/duplication services as required. <u>Deliver and pick-up outgoing mail from team member offices.</u>
SPECIALIST QUALITY CONTROL	Evaluates a number of random CSR calls each week to make sure processes are being adhered to and that professional and process driven customer service is being delivered.
SPECIALIST REGULATORY	Provide revenue requirement analysis and interpretations for management decision-making purposes. Responsible for all work necessary to provide and support all rate filings before the MT Public Service Commission (MPSC) and <u>implementation and administration of rates approved.</u>
SPECIALIST REMITTANCE	Responsible for the opening and posting of utility payments, simultaneously analyzes multiple computer systems, <u>ensuring customer accounts are correct prior to posting funds.</u>
SPECIALIST REMITTANCE	Takes payment; receives and deposit funds on a daily basis; updates accounts accordingly.
SPECIALIST ROW/LAND ACQ	Responsible for electric metering operations, new customer electric metering.
SPECIALIST SUB CONTROL	Will assist in responsibility for design and construction of substation projects and control systems. The technician will assist with the operations, maintenance, and testing programs of substation equipment along with relay and control systems
SPECIALIST TRANSMISSION	Working with the customers of the gas transmission system, performs the daily gas scheduling and contract administration.
STOREKEEPER	Process paper work from the SAP and ORCOM operating systems. Issue and load material for construction and maintenance crews. Issue purchase orders and requisition material as needed to replenish warehouse stock. Inventory material in warehouse to insure adequate control and procedures are being followed. Unload, check in and stock shelves with freight arriving daily
STOREKEEPER	Orders and retrieves materials used for the protection and remote control of the electric system.
SUB-FOREMAN METERMAN-SPR-IBEW 44	Install and maintain all electrical metering equipment, assist Division for connects and disconnects, investigate voltage problems and high bill complaints, and other duties as assigned.
SUB-FOREMAN-IBEW 44	Operate backhoes, trenchers, tamps and other power operated equipment used for the construction and maintenance of electric and gas facilities.
SUPERINTENDENT DISTRICT-SC	Responsible for operating, maintaining, and constructing electric and gas facilities as assigned. Respond to customer needs for residential services, provide public and customer relations to the communities that are served in their district and provide emergency response for electric and gas emergencies.
SUPERINTENDENT GAS CONSTR	Responsible for the oversight and control of the design and construction of gas facilities as they relate to the DSIP and other elements as specified by the asset management group
SUPERINTENDENT GENERAL GAS TRNS	Leads North Field production and storage areas including Cut Bank, Shelby and Box Elder. Provides supervision to engineers, technicians and operators.
SUPERINTENDENT OVERHEAD ELEC CONSTR	Provide management of the internal and/or contracted engineering staff assigned to the pole replacement activities throughout the MT Distribution System. Also aid in the development of reporting mechanisms, business processes, contracts, and quality control to provide complete compliance with the project objective. The positions primary objective is the oversight and control of the design and construction of Overhead Electric facilities as they relate to the DSIP and other elements as specified by the asset management group
SUPERINTENDENT SUB MAINT&PLAN	Responsible for the maintenance and planning of substations throughout MT.
SUPERINTENDENT UNDERGROUND CONSTR	Provide management of the internal and/or contracted engineering staff assigned to the pole replacement activities throughout the MT Distribution System. Also aid in the development of reporting mechanisms, business processes, contracts, and quality control to provide complete compliance with the project objective. The positions primary objective is the oversight and control of the design and construction of Underground Electric facilities as they relate to the DSIP and other elements as specified by the asset management group
SUPERVISOR AREA GAS TRANS	Responsible for overseeing the operation and maintenance of high pressure natural gas storage wells, compressors, dehydration equipment, natural gas liquids plant and related measurement and test equipment and general welding.
SUPERVISOR AREA WEST LINE	Responsible for the supervision of the 6-man West Line crew on a daily basis to insure successful completion of assigned projects. Includes scheduling, assignment of work and inspection of the work to insure compliance with all applicable regulations, procedures and permits.
SUPERVISOR BILLING OPER	Responsible for the Billing Operations for the regulated utility.
SUPERVISOR CARE CENTER	Responsible for direct supervision, coaching and mentoring to Customer Service Representatives and / or Customer Associates.
SUPERVISOR CORROSION	Develop and maintain electric/gas distribution standards and provides system support related to system integrity, pole attachments, planning, cathodic protection, system integrity, lighting and metering.
SUPERVISOR CREDIT & COLLECTIONS	Responsible for the Credit/Collections Process for all active and inactive accounts for the regulated utility.
SUPERVISOR CUSTOMER CARE	Responsible for direct supervision, coaching and mentoring to Customer Service Representatives and / or Customer Associates.
SUPERVISOR DOT	Work with public officials in the completion of DOT inspections for SD and NE. Plan and organize annual DOT workload along with Operator Qualification requirements for SD and NE. Ensure requirements pertaining to compliance to CFR 49, Part 192 is completed by NWE. Supervisors schedulers.
SUPERVISOR DRAFTING & MAPPING	First line supervisor for distribution drafters in NWE (duties include payroll review, time review, pcard review, work load management, trouble shooting, human resource issues). Point of contact for mapping/GIS issues within the distribution operations. Process coordinator for distribution mapping. Intermediary between drafting groups and GIS project coordinator. <u>Responsible for Kalispell area mapping and backup support for distribution drafting group.</u>
SUPERVISOR ELEC DRFTNG/GRAPHICS	Coordinate drafting projects as submitted to the drafting group. This includes prioritizing, scheduling, job tracking, and assisting in the layout/organization of projects as recommended by the customer. Also is responsible for checking projects for accuracy before being returned to the Engineer. Maintains a database for microfilming and indexing purposes.

## Job Descriptions

Job Title	Description
SUPERVISOR ELEC TRNS SPEC	In addition to performing the duties described for the Specialist Electric Transmission, coordinates the day-to-day activities of the Specialists, as well as developing and coordinating the training and cross-training of the Specialists.
SUPERVISOR ELECTRIC OPERATIONS	Plan and schedule work for electric/gas construction personnel. Schedule equipment, supervise craft personnel, and meet with customers.
SUPERVISOR ENERGY MGMT SYS	Provide and direct computer support services for NorthWestern Energy's Electric Energy management and related systems.
SUPERVISOR FACILITIES OPS	Responsible for planning and directing facilities maintenance and operations. Supervision of building maintenance team members and outside contractors. Provide CAD design support and capital and maintenance project management.
SUPERVISOR FACILITIES SERVICES	Oversee and assist work relating to repair of buildings, mechanical or electrical systems, and installation of new or replacement equipment, maintenance of the grounds and employee and public safety. Advanced technical knowledge of all phases of building operations required. Provides direction and assistance to Facilities and Mail staff members and outside contractors.
SUPERVISOR GAS & ELEC PLANNING	Plan and schedule work for electric/gas construction personnel. Schedule equipment, supervise craft personnel, and meet with customers. Provides input for gas and electric system improvements and maintenance.
SUPERVISOR GAS DRAFTING	Supervises and coordinates drafting projects as submitted to the GTS drafting group. This includes prioritizing, scheduling, job tracking, and assisting in the layout/organization of projects as recommended by the customer. Also is responsible for checking projects for accuracy before being returned to the engineer. Maintains a database for microfilming and indexing purposes. Provides GPS support to GTS.
SUPERVISOR GAS OPERATIONS	Responsible for crew supervision and new system and customer construction.
SUPERVISOR GAS/ELECTRIC	Plan and schedule work for electric/gas construction personnel. Schedule equipment, supervise craft personnel, and meet with customers.
SUPERVISOR METER SHOP	Responsible for electric and gas meter shop operations - MT & SD.
SUPERVISOR OFFICE SERVICES	Oversee and assist work relating to offset printing, bindery, and desktop publishing and high speed copier operations. Provides direction and assistance to Printing staff members and outside contractors and vendors.
SUPERVISOR OPERATIONS PLANNING	Responsible for monitoring system reliability, reviewing outages, and providing input for gas and electric system improvements and maintenance. This position is also responsible for supervising, managing and overseeing electric operations and for supervising metering personnel. The individual will also be the interface for customer claims in the area.
SUPERVISOR PROCUREMENT	Locate, evaluate and purchase materials and supplies for SD/NE Operations, and continually monitor price, specifications, quality, transportation and delivery schedules of those purchases. Negotiate, establish and manage procurement contracts and alliances. Work closely with vendor representatives for information pertaining to new developments and products. Process paper work from the SAP operating system. Issue material for construction and maintenance crews. Issue purchase orders for materials as needed to replenish warehouse stock. Responsible for inventory material in warehouse to insure adequate control and procedures are being followed.
SUPERVISOR RELAY SHOP	Responsible for supervising and scheduling the work of Relay Technicians in the Relay Shop and coordinating work with Distribution Substation and Distribution Operations personnel.
SUPERVISOR REMITTANCE PROCESSING	Responsible for the Remittance Process for the regulated utility.
SUPERVISOR SAFETY	Coordinates the medical surveillance, drug and alcohol, DOT, respirator, and safety glass programs as well as all accident reporting and statistics (including OSHA reporting). Responsible for administration of the Company's public safety program and safety recognition program.
SUPERVISOR SUBSTATION OPS	Responsible for supervising and scheduling field personnel in various locations throughout MT. The Supervisor will be responsible to manage substation construction projects and maintenance activities in their defined geographic area.
SUPERVISOR SYSTEM OPERATIONS	Responsible for the supervision of personnel in the combined Gas and Electric Transmission Operations Dept.
SUPERVISOR TRANS MAINT	Responsible for identifying transmission maintenance needs and ensuring this maintenance is performed on the electric transmission system in the state of MT. Responsible for implementation of NWE's transmission maintenance plan which includes identification of which line segments will receive detailed inspections, test & treat, and tree trimming following evaluation of the system reliability data and overall line condition as logged in the system reliability database.
SURVEYOR	Perform COS of property acquisitions and complete all line surveys.
SYS INTEGRITY & PLAN ADVISOR	Responsible for developing the operation and maintenance guidelines. Will provide the technical expertise for the implementation and the evaluations of these programs to ensure that they are effective. Will assist engineering and planning with the development of five year system capacity plans for all operating areas within distribution operation.
TECH GAS MSRMT-41/459	Responsible for proving, repair, troubleshooting and calibrating all gas measurement devices and equipment.
TECH TELECOM-SC	Responsible for the operation and maintenance of telecommunication systems in the SD/NE area.
TECHNICAL ADVISOR SR	Responsible for overseeing the safe and reliable implementation of the meter proving/testing area and ensuring that all PSC metering tariffs and guidelines are met. Ensure that meter data management and the integration between meter systems and engineering software are accurate. Will lead project development, scoping and implementation for distribution operations engineering projects.
TECHNICIAN	Responsible for the operation of all communications systems in his geographical area. Monitors communications alarm systems. Responds to outage conditions 24 X 7 for microwave radio, multiplex equipment, dehydrators, fiber optic cable, fiber end equipment, link uhf/vhf radios, radio repeaters, mobile radios, portable radios, telephone outages, paging outages, backup generator, charger, & battery problems, site HVAC problems, power line carrier equipment, etc.
TECHNICIAN	Provides field technical services including cathodic protection, measurement and regulation, control systems, RTU's, ESD systems and plc related operations and maintenance.
TECHNICIAN BUILDING MAINT	Responsible for all phases of building and grounds operations and maintenance including work relating to the repair of buildings, mechanical or electrical systems, installation and replacement of equipment and maintenance of the grounds. Janitorial duties may be performed.
TECHNICIAN DESIGN	Responsible for the delivery of internal flight travel and associated flight arrangements.
TECHNICIAN DIV CORROSION II	Responsible for corrosion related activities on gas distribution systems to maintain compliance with DOT regulations.
TECHNICIAN DIVISION	Provides drafting, surveying, document research, and various other assignments as requested by management and supervisors.
TECHNICIAN ENGINEER EO	Involved in managing and maximizing the value of Northwestern's gas distribution assets by leading a group to define gas system maintenance practices and conduct growth planning studies for our gas distribution operations.
TECHNICIAN ENGINEER EO	Conducts hands of work and repair of electrical equipment.
TECHNICIAN FOREMAN	Responsible for high level technical duties in the Gas Transmission and Storage group. Responsible for directing the work of others as well as training technicians and division personnel in gas transmission and storage related functions.
TECHNICIAN HYDRAULICS	Maintains and repairs hydraulic systems of machinery and equipment, such as robots. Maintains and repairs mechanical, electrical, and hydraulic systems on cars, trucks, and motorized equipment. Fabricates equipment, tools and repairs for equipment as needed.
TECHNICIAN LEAD	Responsible for high level technical duties in the Gas Transmission and Storage group. The technician foreman is often times responsible for directing the work of others as well as training technicians and division personnel in gas transmission and storage related functions.

## Job Descriptions

Job Title	Description
TECHNICIAN LITHOGRAPHIC	Perform high-speed copying/duplication, typesetting, paste-up, and bindery, prepress and related printing activities.
TECHNICIAN OPERATIONS	Works in the Warehouse to stock and supply materials for the crews. Also assists operations supervisor in various duties that may include estimating line costs, staking lines and other tasks associated with operations.
TECHNICIAN RELAY SR-IBEW 44	Supervises other telephone technicians and is responsible for daily switch maintenance and alarm resolution, telephone moves, adds, and changes, installation of cable within buildings (category 5 for computers, copper, coax, and wave-guide), installation and maintenance of paging systems, installation and maintenance of batteries for major switches, maintenance and operation of AC electrical wiring in telecommunications sites, maintenance and operation of DC electrical plant in telephone and communications locations (includes generators, batteries, chargers, transfer panels), trouble shooting Telco leases, and supervision of Telco personnel.
TECHNICIAN RELAY/SUBSTATION	The Substation Relay Technician will assist with the operations maintenance and construction of substation control systems.
TECHNICIAN RELAY-IBEW 44	Responsible for daily switch maintenance and alarm resolution, telephone moves, adds, and changes, installation of cable within buildings (category 5 for computers, copper, coax, and wave-guide), installation and maintenance of paging systems, installation and maintenance of batteries for major switches, maintenance and operation of AC electrical wiring in telecommunications sites, maintenance and operation of DC electrical plant in telephone and communications locations (includes generators, batteries, chargers, transfer panels), trouble shooting Telco leases, and supervision of Telco personnel.
TECHNICIAN SR VEG MGMT	Tree trimming, weed spraying, reseeding, and other rights of way activities related to electric and gas transmission and distribution.
TECHNICIAN SUBSTATION RELAY/RTU	Assist with the operations, maintenance, and construction of substation control systems and remote terminal unit communication applications.
TECHNICIAN TELECOM	Responsible for the operation and maintenance of telecommunication systems in the SD/NE area.
TECHNICIAN TELEPHONE	Work in a team and solo environment to install, troubleshoot, document, and maintain telephone and related systems.
TESTER METER-IBEW 44	Tests, calibrates and repairs metering equipment.
TRAINER/DEVELOPER	Coordinates, organizes, prepares and conducts more complex IT training, educational and orientation programs for users with full competency. Assists in the selection and procurement of outside training sources, coordination of employee enrollments, and scheduling of courses. May oversee maintenance of the training library.
VP & CONTROLLER	Responsible for financial reports to be provided internally and externally to appropriate parties. Primary control for financial information for the 10K, 10Q, FERC, and Bankruptcy filings.
VP-CFO & TREASURER	Responsible for overall financial plans, accounting policies, securities regulations and relationships with lending institutions while leading and directing accounting, tax, financial planning and treasury.
VP-CUST CARE, COMM, & HR	Responsible for leading NorthWestern Energy's customer facing process and functions such as call centers, field offices, revenue collection, key accounts, economic development, customer communication and customer research. Accountabilities include budget management, near and long-term planning, goal setting, service standard achievement, coaching and rating performance, and overall decision-making to ensure Customer Care functions at a high level. Leads the communications function with responsibility for employee, media, customer, and community communications in MT/SD/NE.
VP-DISTRIBUTION	Responsible for entire Distribution Operational functions.
VP-GENERAL COUNSEL	Serves as the chief legal counsel for a publicly traded utility company with operations in South Dakota, Nebraska, and Montana and its subsidiaries. Counsel oversees legal aspects of corporate compliance, governance and organization, government and regulatory relationships, human resources, significant transactions, litigation, and other corporate issues.
VP-GOVT & REG AFFAIRS	Responsible for all aspects of Regulatory and Government Affairs Departments for NorthWestern Corporation.
VP-SUPPLY	Responsible for all aspects of electric & natural gas supply.
VP-TRANSMISSION	Responsible for all aspects of electric & natural gas transmission.
WAREHOUSE PERSON	Stocks and prepares materials for line crews.
WAREHOUSEMAN CENTRAL-SC	Stocks and prepares materials for line crews.
WAREHOUSEMAN-TMSTR 2	Stocks and prepares materials for line crews.
WELDER-FITTER GAS COMB-SC	Installation of gas fuel piping and gas mains, services and meter sets. Service repair of gas and electrical appliances and use of electronic instruments.
WORKER FACILITIES MAINT	Provides maintenance, upkeep and repairs to grounds and facilities.
WORKER PROD 1-AFT 9/2/01-41/459	Assists the gas and electric crews with construction and maintenance of utility facilities.
WORKER PROD 2-AFT 9/2/01-41/459	Assists the gas and electric crews with construction and maintenance of utility facilities.
WORKER PROD 3-AFT 9/2/01-41/459	Assists the gas and electric crews with construction and maintenance of utility facilities.
WORKER PROD 4-41/459	Assists the gas and electric crews with construction and maintenance of utility facilities.
WORKER PROD 5-41/459	Assists the gas and electric crews with construction and maintenance of utility facilities.
WORKER WEST GAS LINE CREW	Assists the West Line Crew with construction and maintenance of utility natural gas transmission facilities. Job involves heavy manual labor.
WRITER/WEB AUTHOR	Maintains news items, writes copy for internal and external Web sites.