

# Nextera Energy

## Major Duties & Accountability Matrix



Engineering Progress & Support  
Project Engineering Action Items  
Communicate ECNs/RFIs/CRs to Project Team  
Timely resolution to all Engineering Problems

Safety & Environmental Performance  
Schedule, Cost & Quality performance  
Project Plan of the Day (POD)  
Revenue Performance  
Monthly Management Meetings  
Overall Project Direction  
Administration of Contracts

Cost Control, Risk Tracking, and Capital Re-forecasting  
Project Schedule Updates  
Project Reporting (i.e. Dashboards, Cash Flows)  
Project Variance Analysis

Project Engineer

Project Manager

Project Controls

Plant Lead - OPS

Site Construction Team  
(Personnel & Major Accountabilities)

Start-up & OPS Transition

HV Support

### Civil/Environmental

Interface with permitting authorities  
Maintain daily work log / journal  
Identify any deficiencies (design, quality, schedule, work)  
Review / accept contractor work and documentation  
Monitor contractor work progress  
Assist in the development of construction process sheet with civil contractors  
Evaluate & assess all scope change claims for validity  
Liaise with landowners  
Attend daily POD meeting  
Staking and maintenance of easement boundaries and site signage  
Monitor SWPPP program  
Oversee environmental monitors  
Environmental compliance program  
Compliance to Jobsite Rules

### Electrical

Interface with utility  
Develop & oversee site lock-out/tag-out procedure and tags  
Maintain daily work log/journal  
Coordinate & monitor electrical contractor's work  
Contract administration (electrical)  
Monitor / audit contractor's quality and safety programs  
Coordinate & monitor all electrical and ground testing  
Identify any deficiencies (design, quality, schedule, work)  
Review / accept contractor work and documentation  
Monitor contractor work progress & performance  
Assist in the development of contractor's construction process sheet  
Evaluate & assess all scope change claims for validity  
Attend daily POD meeting  
Compliance to Jobsite Rules

### Commissioning

Manage execution of pre-functional checks/apparatus/DC system testing  
Coordinate SCADA and protection End to End testing with transmission providers and monitoring/control centers  
Plan and supervise energization execution of the AC and DC systems  
Plan and supervise synchronization of inverters to the grid  
Manage local/remote SCADA commissioning, power plant controller testing/tuning, and the execution of final plant performance testing  
Drive turnover transition from commissioning to operations  
Attend daily POD meeting  
Compliance to Jobsite Rules

### Logistics & Materials

Provide central focal point for all shipments and receipts  
Interact with ISC coordinator regarding project procured equipment & material deliveries  
Maintain daily equipment log  
Perform receipt inspections and immediately identify any late deliveries or missed shipments  
Coordinate shipment of oversized equipment & materials onto site and within construction roads  
Assist in the development of receiving process sheet with construction coordinators  
Traffic/crowd/security program and control plan  
Attend daily POD meeting  
Compliance to Jobsite Rules

### Substation

Interface with utility  
Assist in the development of substation contractor's construction process sheet  
Review / accept substation contractor work and documentation  
Monitor substation contractor work progress & performance  
Develop & oversee site lock-out/tag-out procedure and tags  
Maintain daily work log/journal  
Monitor / audit substation contractor's quality and safety programs  
Identify any deficiencies (design, quality, schedule, work)  
Evaluate & assess all scope change claims for validity  
Attend daily POD meeting  
Compliance to Jobsite Rules

### Site General Support

Quantity reporting  
Assist civil as required  
Assist in material receiving  
Assist site coordinator  
Assist in environmental reviews and audits  
Provide general site & misc. support as assigned by PCM  
Tracking of components (component serial numbers, manufacturer / ID, etc.)  
Attend daily POD meeting  
Compliance to Jobsite Rules

### Site Admin

Manage site document control program  
Transmittal of documents for permanent retention to Florida  
Transmit tax related information (commissioning dates, grid connection date, serial numbers, etc.) to the Business Mgn't and project tax analyst  
Transmit daily POD reports  
Transmit site conditions reports  
Track weekly time and expense reports  
Issuance, tracking and logging of site issued Purchase Orders  
Issue daily POD meeting  
Issue weekly Indicators  
Issue as required foundation, receiving, commissioning reports  
Compliance to Jobsite Rules