

ELECTRONIC TECHNICIAN OR ASSISTANT ELECTRONIC TECHNICIAN

City of Holyoke Gas & Electric Department

Formed in 1902, HG&E is a municipally owned utility that provides electricity, natural gas, and fiber optic internet services to over 18,000 customers. Our mission to our customers is simple:

“We will provide competitive rates, innovative and sustainable energy solutions, reliable service, and excellent customer care”. We are currently looking for qualified candidates to fill a vacancy.

POSITION OVERVIEW:

Under limited direction, performs skilled technical work in the installation, modification, maintenance, test, repair, calibration and design of electronic, electrical and instrumentation equipment/systems such as controls, relays, computers, alarm systems, metering and devices. Works under limited direction where the work is a mix of clearly defined methods and using initiative based on experience and knowledge. Some exercise of judgment is possible. Provide for safe and efficient operation and maintenance of facilities/equipment consistent with Department goals; and performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **ELECTRONIC TECHNICIAN** – Associate’s Degree in Electrical Technology or related field and five (5) years of increasing experience in electronic testing, troubleshooting, and repair in an electric utility environment (i.e. SCADA, protective relays, etc.).
- **ASSISTANT ELECTRONIC TECHNICIAN** – Associate’s Degree in Electrical Technology or related field or three (3) years of experience in electronic testing, troubleshooting, and repair in an electric utility or industrial environment.
- Ability to read and interpret schematic and wiring diagrams.
- Experience in the installation and repair of motors, switchgears, controls, relays, transformers, circuit breakers and indicating meters.
- Experience in electrical inspection and maintenance as well as emergency repairs and related duties such as maintaining logs, starting or stopping generators, and other equipment and circuits.
- Strong computer skills and knowledge of common spreadsheet and word processing applications.
- Able to physically use hand tools and electrical test equipment
- Valid motor vehicle driver’s license. Able to obtain hoisting license within first year.
- Must be able to respond to emergency calls promptly and work off-hours as required

PREFERRED REQUIREMENTS (in addition to above)

- Familiarity with electric utility operations, substation and/or medium-voltage equipment
- Five years’ experience in an industrial environment within electrical trade
- Familiarity with switching, tagging and lockout procedures
- Massachusetts Journeyman or Masters Electrician License and/or other related Certificates/Licenses

QUALIFICATIONS REQUIRED AT HIRE (List knowledge, skills, abilities)

a.) Working Knowledge of:

- Electronic equipment operation and controls
- Electronic characteristics for measuring and control
- Electric utility operations and substation equipment
- Personal computers including common software programs used in trade as well as Microsoft Windows based applications for SCADA operations and maintenance, Doble relay, and insulation testing

b.) Ability to:

- Read schematic and interconnection drawings as well as mathematically calculate meter results and verify accuracy
- Perform switching operations in accordance with utility and/or load control center instructions
- Work emergency and planned overtime when required

C.) Skilled In:

- Use of small hand tools for electronic repair and calibration
- Use of various test instruments
- Troubleshooting electrical systems and equipment

QUALIFICATIONS ACQUIRED ON JOB (List knowledge's, skills, abilities)

- Able to successfully complete CONVEX training during training period. Perform switching operations in accordance with CONVEX and HG&E instructions. Knowledge of HG&E nomenclature and ability to troubleshoot various issues on HG&E's system.

REMARKS :

Successful candidate must be able to pass pre-employment physical, drug screening, and criminal background check. Starting pay is dependant upon experience and qualifications.

Interested Candidates should send a Cover Letter describing what position are you applying for, why your qualifications meet the announcement requirements along with your resume and salary requirements, and completed HG&E Job Application. Go to <http://www.HGED.com> for Employment Application. Failure to provide all requested information may result in your disqualification for consideration.

Send all materials to:

City of Holyoke Gas & Electric Department
Attn: Geisha Uroza, Payroll & Benefits
99 Suffolk Street
Holyoke, MA 01040
GeishaUroza@hged.com

City of Holyoke Gas and Electric Department is an Equal Opportunity Employer. Minorities are encouraged to apply. EEO/AA/M/F/D/V

Working Safely is a condition of employment at HG&E

No Phone Calls or Agencies please