

## **Mechanical Engineer**

**(Position Level - higher grades available depending on knowledge, skills, abilities and years of related experience)**

Holyoke Gas & Electric

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 energy rates, reliable service, and excellent customer service". We are currently looking for a qualified candidate to fill a vacancy.

### **POSITION OVERVIEW**

This is an entry level Mechanical Engineer position. Under direct supervision, responsible for specific phases of mechanical engineering at Holyoke Gas & Electric involving gas distribution, related equipment, and regulator station equipment. Limited latitude of independent judgment and un-reviewed action or decisions. Under direction, assist in management of gas regulation of distribution system and at customer meter sets. Assist in preparing overhead and expense budgets for capital projects. Assist in the operation and maintenance of the gas distribution system, LNG plant and Gas SCADA system as needed. Plan, estimate, and manages capital projects. Locate vendors/contractors and write RFQ's and RFP's. Ensure practices provide a safe working environment for employees. Ensure all engineering work products are in full compliance with Department policies, procedures and pipeline safety codes and regulations. Ensures the accuracy of reports/forms submitted by personnel and entered into databases. Other duties as assigned.

### **DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Under Direct Supervision:

- Responsible for engineering and supervising the implementation, operation, and maintenance of Gas Distribution functions for the Department.
- Research, design, inspection, and general oversight of gas mains, gas services, cathodic protection, gas regulation, gas metering, and related systems.
- Responsible for designing cost-effective and reliable solutions that are aligned with the Department's rate and reliability objectives.
- Supports all types of gas and electric utility distribution, and production facilities.
- Prepare and maintain cost estimates, plans, maps, drawings, and records of systems and equipment.
- Maintain, update, and develop preventive maintenance plans for distribution and production equipment.
- Work emergency and planned overtime when the need exists.
- Conform to all applicable safety requirements; conduct physically demanding duties at times requiring lifting 50 lbs. overhead, climbing ladders, working on elevated surfaces for extended period of time.
- Ability to work in a team environment, communicate effectively with other team members, and a positive attitude a must.
- Able to work, at times, in inclement weather such as heat, rain, snow, and extreme cold

- Self-starter, able to perform work with little direct supervision as required. Ensure all Department Safety Policies are followed.
- Maintain all relevant Department Reports. Log per Federal and State codes.
- Supervise and train production employees and actively manage the employee performance management system.
- Perform related work as required.

### **QUALIFICATIONS REQUIRED AT TIME OF HIRE (List knowledge, skills, abilities)**

#### **a.) Working Knowledge of:**

- Knowledgeable of the physical sciences and mathematics underlying engineering used in the Gas Division.
- Knowledge of data management, analysis and interpretation, report preparation, proposal preparation.
- Knowledge of planning, design, construction, and/or maintenance of buildings, hydroelectric power, river and/or water systems.

#### **b.) Ability to:**

- Ability to prepare, review, and update environmental investigation and recommendation reports.
- Ability to be creative, inquisitive, analytical, and detail oriented.
- Able to work as part of a team and to communicate well, both orally and in writing.
- Regularly working outside with Gas Crews and Customers. Exposed to Heat, Cold, Rain, and Snow. Tolerate changes in outside temperature from winter to summer and tolerate dust, pollen, wind and rain. Sit or stand for long periods of time. Climb Steps. Walk on uneven or steep ground.

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

Department Operational Policies and Procedures. All Departmental Safety Policies and Procedures. Federal and State regulations and safety codes.

### **MINIMUM ENTRANCE REQUIREMENTS - Grade may vary based on experience**

#### **JUNIOR MECHANICAL (GAS) ENGINEER MINIMUM ENTRANCE REQUIREMENTS**

- Four year BS Engineering degree in Mechanical Engineering or similar field from an accredited College/University
- Ability to work both independently and as a member of a team
- Excellent PC, Microsoft Office, Word, Excel, PowerPoint, Visio, Lotus Notes, Internet
- Excellent oral and written communication skills
- Work emergency and planned overtime when the need exists
- Conform to all applicable safety requirements
- Valid Driver License with good Driving Record

#### **PREFERRED ENTRANCE REQUIREMENTS: (In addition to above)**

- Graduate of 4-year Municipal Cadet Engineering program.
- 1-2 years full time experience in mechanical engineering.
- Engineering experience in a utility utilizing/supplying natural gas.

Successful candidate have a Valid Driver's License and must be able to pass pre-employment physical, drug screening, and credit and criminal background check. Starting pay is dependent upon experience and qualifications. Interested Candidates should apply online at [www.hged.com](http://www.hged.com) (Employment Opportunities). Send a cover letter describing in detail why your qualifications meet the announcement

requirements along with your resume and salary requirements, and completed HG&E Job Application. This position is subject to random drug testing.

**Send all materials to:**  
Holyoke Gas & Electric  
Attn: Kate Sullivan Craven, Director of Communications  
99 Suffolk Street  
Holyoke, MA 01040  
ksullivan@hged.com

City of Holyoke Gas and Electric Department is an Equal Opportunity Employer. EEO/AA/M/F/D/V. Applications will be accepted until position is filled. Working safely is a condition of employment at HG&E.

***All applications/Resume received will be held in strict confidence***

No Phone Calls or Agencies please