

Utility Engineering Aid

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: "HG&E will provide competitive rates, innovative and sustainable energy solutions, reliable service, and excellent customer care". We are currently looking for a qualified candidate to fill this vacancy.

DUTIES:

Under supervision, responsible for sub-engineering tasks, makes surveys of gas, electric and telecommunication distribution systems. Makes sketches, records, maintains and compiles engineering data for gas, electric and telecommunication facilities. Assists and participates in project management of distribution, transmission projects and locating existing facilities. Maintains current gas & electric outage usage data, projects and related reports, records, and files. Creates, maintains, and updates electric and gas distribution maps, database of electric and gas service and asset records and files. Responds to Dig Safe requests and uses maps, testing and measuring equipment to locate and mark electric, gas, and telecommunications facilities in the field prior to contractor excavation. Assists with the billing of City, State, and private projects. Assists in field surveys and layouts of above and below ground facilities. Prepares and maintains automated mapping systems. Verifies completeness and quality of work.

MINIMUM ENTRANCE REQUIREMENTS

- Two (2) year degree in Mechanical or Electrical Engineering, Electronic Technology from an accredited College or University, or any related electric or gas field equivalent education and experience.
- More than three (3) years of full-time related experience in a public utility or similar position or lower position.
- Excellent verbal and written communication, as well as close attention to detail is a must.
- Experience in operating computer-aided drafting (CAD) ArcGIS equipment or comparable conventional drafting stations to produce designs, working drawings, charts, forms and records.
- Knowledge of electrical and mechanical designs as well as best method of presentation to graphically represent plans.
- Ability to move, push, pull or lift up to 35 pounds variable distances; requires mobility and flexibility to walk, bend, and kneel in difficult working positions.
- Advanced knowledge of Windows 10, Microsoft Office Pro.
- Regular and reliable attendance.
- Reliable Transportation with good driving record.
- Other duties as directed or assigned.

PREFERRED ENTRANCE QUALIFICATIONS, (in addition to above)

- Four (4) degree from an accredited college/university in Mechanical or Electrical Engineering, Electronic Technology, or any related electric and/or gas field; or equivalent education and experience PLUS addition specialized training in Gas and Electrical Engineering in a utility company.

REMARKS:

Successful candidate have a valid driver's license and must be able to pass pre-employment physical, drug screening, and criminal background check. Starting pay is determined by the Holyoke Gas & Electric Guild Agreement.

Send all materials to:

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

safely is a condition of employment at HG&E. No Phone Calls or Agencies please.