



## HOLYOKE GAS AND ELECTRIC DEPARTMENT

99 Suffolk Street  
Holyoke, MA 01040

# Electric Station Equipment Repairman

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

### POSITION OVERVIEW

Installs, maintains, repairs, tests and adjusts electrical equipment and machinery for the purpose of generating electrical power; installs and wires motors, switchgears, controls, relays, transformers, circuit breakers and indicating meters; tests and maintains storage batteries and charging equipment; locates and clears short circuits; makes electrical tests as to load, power factor, voltage; tags and closes power lines. Performs periodic inspection and maintenance as well as emergency repairs and related duties such as maintaining logs, starting or stopping generators, and other equipment and circuits. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers and maintenance men.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under direction, performs skilled technical work with installing, troubleshooting, testing, repairing, maintaining, and performing switching operations for electrical circuits, wiring systems, fixtures, controls, motors, generators, transformers and switches for power plant, substation, hydroelectric, telecommunications and other electric utility equipment for planned and emergency work
- Starts up, synchronizes and closes switches to put electric generators in service and stops them.
- Performs periodic inspections, maintenance and repairs.
- Maintains records and logs of regular and emergency repairs, including performance and inspection data.
- Uses hand tools, electrical, and telecommunications test equipment such as meters, voltmeters, ammeters, and multimeters.
- Tests batteries, relays, circuit breakers, meters, switchgear, and adjusts for proper operation.
- Provides for safe and efficient operation and maintenance of facilities/equipment consistent with Department and Electric Division policies and procedures.
- Assists in the operation and repair of equipment within the electric switchboard;
- Responsible for compliance to Department's Preventative Maintenance Plans;
- Regular and reliable attendance.
- Performs other related work as required.

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

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

- Principles, practices, and operations of electrical equipment
- Federal, State, and City electrical regulations and codes where applicable
- Safety regulations and procedures for working on electric wiring and equipment
- Personnel Computers, Microsoft Office, Email, PC Files, Documents, Excel sheets

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

- Read and interpret electrical blueprint and wiring diagrams
- Read and understand operating and maintenance instruction manuals
- Recognize problem areas and make equipment adjustments
- Climb ladders, work in confined spaces, lift/transport up to 50 pounds, and work on elevated surfaces for extended periods of time
- Work alone and in a team environment, while being results-oriented.

## **QUALIFICATIONS ACQUIRED ON JOB)**

- Electric Division Policies and Procedure, Department Safety Policies.

## **MINIMUM ENTRANCE REQUIREMENTS**

- Two to Three years' experience in an industrial environment within the electrical trade
- Able to physically use hand tools and electrical test equipment
- Holds a Massachusetts Journeyman's Electricians License
- Valid motor vehicle driver's license
- Must be able to respond to emergency calls promptly and work off-hours as required
- Ability to successfully complete Convex training during six month probationary period
- Able to obtain hoisting license within first year
- Good Driving record
- Regular and reliable attendance.

## **PREFERRED ENTRANCE REQUIREMENTS (in addition to above)**

- Familiarity with electric utility operations, substation equipment, and/or medium-voltage
- Five years' experience in an industrial environment within electrical trade
- Massachusetts Masters Electrician License and/or other related Certificates/Lice
- Knowledge of common spreadsheet and word processing applications

## **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 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. Application will be accepted until: January 26<sup>th</sup>, 2018

**Send all materials and HGED Application to:**

City of Holyoke Gas & Electric Department

Attn: Terry Sweeney, Human Resources

99 Suffolk Street

Holyoke, MA 01040

[www.hged.com](http://www.hged.com)

[TerrySweeney@hged.com](mailto:TerrySweeney@hged.com).

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

Working safely is a condition of employment at HG&E

No Phone Calls or Agencies please