

## Trade Internship for the Electric Division

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: “HG&E will provide competitive rates, innovative and sustainable energy solutions, reliable service, and excellent customer care.” HG&E is accepting applications from high performing incoming high school seniors, recent high school graduates, and college students who are interested in learning about public utility field operations. The ideal candidate will be able to work in a fast-paced, hands-on environment and have a passion for the utility industry. In addition, HG&E is specifically seeking applicants who have some high school level technical job training. Applicants must be residents of the City of Holyoke.

### DUTIES:

- Report to utility foreman and assist with appropriate daily tasks and projects.
- Support operations staff with non-electrical and/or non-gas duties
- Occasionally assist with system design tasks such as one-line diagrams or as-built generation
- Assist with billing automation and tracking work orders.
- Ride along with installation teams to observe and support systems.
- Follow protocol to collect, interpret and report on results.
- Light construction and job site maintenance
- Assist with data management systems and stakeholder engagement.
- Work on other duties as assigned.

### MINIMUM ENTRANCE REQUIREMENTS

- Interest in learning all facets of the electric trade.
- Great interpersonal communication
- Excellent organizational & problem-solving skills.
- Capable of working as part of a team in an agile environment
- Ability to work outside in varying weather conditions.
- Grade level mathematical and reading skills.
- Mechanical and Technical Abilities (for field positions)
- Familiarity with Microsoft 365, or similar software program

### HOW TO APPLY:

If you are a team player and want to apply, please submit the following materials:

- Certified high school transcript and current college transcript, if applicable
- HG&E’s employment application (<https://www.hged.com/about/employment-opp-folder/default.aspx>)
- Resume
- A letter of interest outlining the reason you are pursuing this opportunity
- A letter of recommendation from high school or current college

Please submit to [humanresources@hged.com](mailto:humanresources@hged.com) as a Word or pdf attachment and add “Trade Internship” in the subject line.

**Posting closes on 05/31/2024.**

### Send all materials to:

Holyoke Gas & Electric Department  
Geisha I. Uroza  
[humanresources@hged.com](mailto:humanresources@hged.com)