

Position: **Engineer or Senior Engineer**

**Position Purpose:**

Carries out assignments requiring good engineering analysis, judgement and experience associated with the planning, operation, construction, and maintenance of the distribution and substation systems.

**Position Responsibilities:**

Planning – Engineer solutions to maintain the electric system within regulatory and industry standards for current and forecasted conditions, including, but not limited to;

1. Monitor, evaluate, and record current and future circuit and substation loadings for normal and contingency conditions or emergency overloads.
2. Monitor, evaluate, and record all outage reports.
3. Develop cost effective actions to correct any areas of poor reliability.
4. Monitor, evaluate, and record power factor levels at the circuit, substation transformer, and total substation levels to be in compliance with ISO-NE and industry guidelines.

Construction – Design and provide specifications for distribution construction projects initiated external to SHELD, including, but not limited to;

1. Review and coordinate with MA DOT for roadway relocations. Provide sketches and work orders to crews, as necessary.
2. Review plans submitted by developers for new residential/commercial buildings. Develop distribution design, specifications, and cost for the project.
3. Review and comment/approve projects forwarded to SHELD by the Town of South Hadley (TOSH) Planning Board.

Operations – Provide technical expertise for the safe and reliable operation of the electric system, with a focus on coordinating with other stakeholders, developing procedures, and updating record systems, including, but not limited to;

1. Liaison between CONVEX/Eversource/ISO-NE/MMWEC and SHELD for technical issues. Maintain active status on the CONVEX Authorized Personnel List with clearances. Review CONVEX work impacting Pineshed substation, and work with Eversource/CONVEX to mitigate risks to SHELD.
2. Write and/or review distribution switching orders, and direct/perform switching as required.
3. Update maps and data systems (AutoCAD, SEDC, various Excel sheets) for changes in the distribution system.
4. Program meters as required and maintain physical supply of meters. Initiate orders for new meters.
5. Manage the Request for Electric Service process, including coordinating with the electricians, TOSH Wiring Inspector, and SHELD team members.
6. Coordinate with customers for solar installations, energy efficiency, electric vehicles, yard lights, etc. as necessary.
7. Participate in the annual bid process for Meters and Transformers

8. Actively engage in storm and emergency restoration as required.
9. Assist in developing and modifying standards and procedures, as necessary.
10. Investigate any electrical safety issues with the public or employees.

Maintenance – Develop systems, protocols, and record systems for the efficient maintenance of substation and distribution equipment, including, but not limited to;

1. Arrange for preventive maintenance/testing of equipment at substation.
2. Perform monthly inspections, and minor maintenance at substation.
3. Coordinate an infrared annual survey of SHELD's major overhead distribution lines.
4. Coordinate a periodic wood pole inspection for the SHELD system.
5. Administer a stray voltage testing program.

Performs all other assignments or duties as directed by Management.

**Qualifications:**

Bachelor's Degree in Electrical Engineering (preferred) or Mechanical Engineering. Emphasis on power system analysis is desired. Minimum 5 years' experience in distribution and substation design, construction, operations, and maintenance for Engineer position, or 10+ years for Senior Engineer position. Professional Engineering registration is desirable.

**Job Skills Required:**

1. Position requires the incumbent to have excellent communication and interpersonal skills with all levels of employees within the company and to display an excellent attitude, conduct, and work ethic.
2. Position requires the incumbent to have an understanding of computer operating systems, including Microsoft Office products;
3. Incumbent must possess a valid driver's license and a safe driving record accepted by our insurance company;
4. Incumbent must possess an understanding that safety comes before everything else and requires the incumbent to possess knowledge of safety rules/codes and work practices. Familiarity with OSHA 1910.269 requirements, National Electrical Safety Code, APPA Safety Manual, National Electrical Code sections pertaining to utility work;
5. Incumbent to communicate in a professional and courteous manner with customers as a public relations representative of the Department.

SHELD, South Hadley Electric Light Dept is an Equal Opportunity Employer conforming to all OSHA safety standards, federal and state regulations. Safety is of the utmost priority for the public and employee. This is a full-time position with excellent benefits including a Massachusetts Public Employee Pension Plan. Qualified candidates can apply for this position by submitting a cover letter and resume to [kmendoza@sheld.org](mailto:kmendoza@sheld.org) , Kim Mendoza at South Hadley Electric Light Department.