



**POSITION: Assistant Electric Division Manager**

**DATE: August 19, 2020**

Job Type: Full Time, 40.00 Hours

Schedule: Monday- Friday, 7:00 AM- 3:30 PM

Position Type: Management

The compensation package, expected to range between \$90,000 - \$130,000 in annual salary along with a generous benefit package, will be negotiable based on experience and qualifications

**Position Summary:**

Under the direction of the Electric Division Manager, the Assistant Electric Division Manager is responsible for the design, review, and coordination of electric projects and participates as part of the management team in the operation of MGED's substation, electrical distribution and transmission system infrastructure.

**Assistant Electric Manager Duties:**

- With the Division Manager, direct day-to-day operations and projects
- Work with management team and line department to coordinate repairs and service restoration during weather events
- Manage distribution system engineering including new projects and facility assessment
- Provide direction, technical review and support for construction and projects
- Conduct field inspections and final review of finished drawings
- Supervise and inspect contractor work; resolve construction and contractor issues
- Work with administrative staff on bids/proposals for equipment and professional services
- Review plans and specifications submitted by contractors and engineers
- Work with staff and consultants to meet regulatory compliance requirements
- Participate in collective bargaining agreement negotiations
- Conduct performance evaluations, recommend disciplinary actions and training
- Assist in preparation of annual budget and long-term planning for resource needs
- Facilitate positive working relationship with other town departments, colleagues, customers, industry peers, vendors and other agencies
- Collaborate to maximize resources including digital map, work order system and smart meters
- Maintain professional credentials including regular review of applicable electrical codes
- Participate in technical meetings and conferences; meets with suppliers and manufacturers of electrical equipment
- Recommend and implement safety procedures, training and guidelines; acquire necessary protective gear, tools and devices to enhance personnel and equipment safety
- Respond to public concerns promptly, attend MGED Commission meetings and Select Board Meetings as necessary
- Assist in preparation of short/long term Electric Division Planning

**Qualifications:**

- Completion of a Bachelor's degree in electrical engineering or related field, AND five (5) years of increasing responsibility related to an electric utility operation, project management and distribution system design, AND three (3) years of supervisory experience

- Experience with electric utility advanced digital revenue metering, advanced digital protective relays, broadband/Wi-Fi infrastructure, fixed network and SCADA system experience preferred
- Experience with Microsoft Office Word and Excel programs.
- Ability to effectively communicate with customers and fellow employees.
- Must be able to manage multiple projects/responsibilities simultaneously
- A valid Massachusetts drivers' license (required)

All interested applicants must apply in writing to Laura Robbins, Human Resources Supervisor, 32 South Main Street, Middleborough, Massachusetts 02346 or HR@mged.com

Applications are available at **<https://www.mged.com/Employment>**

MGED is an Equal Opportunity Employer