

E-45745 Design Representative A

Description:

Pay group: 14

Location: Albany

Supervisor: Jessica Dell

Unposting Date: 08/08/2023

About the Position:

Under direct supervision for a period of twelve months and then under general supervision to develop knowledge of, become familiar with, and prepare independently, construction orders related to overhead and underground facilities associated with electric transmission and distribution and gas transmission and distribution facilities, by applying the prescribed Company standards, guides, specification, procedures, and systems. Attain Rights of Way (easements) and permits. Contact customers and/or their agents as required in connection with duties, including the calculation and collection of associated charges. Assist in the development of other Design Representatives as required.

Examples indicative but not all inclusive of the type of duties to be performed:

- Promote the extension or construction of electric/gas facilities including all necessary negotiations with customers or third parties, location of services, and attainment of right-of-ways;
- Advise customers in the proper application of their electric/gas service;
- Apply the prescribed Company standards, guides, specifications, practices, and procedures in preparing layouts of overhead and underground electric/gas distribution and transmission facilities;
- Prepare cost estimates of construction and maintenance projects including necessary sketches;
- Make load studies on distribution transformers and investigate circuit overloads and voltage complaints to determine necessary changes in circuits or equipment to restore service to satisfactory level of performance;
- Make major decisions in the field.
- Bill and collect customer payments for associated construction activities;
- Prepare and submit required reports and correspondence;
- Utilize the Company information systems to track and update customer service activities;
- Determine the most economical method of providing local distribution system extensions and service facilities for customers

Job Qualifications:

- Two-year degree in Electrical or Mechanical Technology from an accredited college or university or completion of specified courses outlined in the "Memorandum of Understanding between Niagara Mohawk Power Corporation and IBEW Local 97 Regarding Revised Design Representative Job Classification."
- Ability to handle contacts with customers and other departments in connection with job duties.
- Must pass validated aptitude test.

- Ability to follow prescribed standards and procedures.
- Should be able to qualify as a Notary Public.

NOTE 1:

The employee will progress from the starting level in accordance with the following schedule:

- Starting Level (Design Representative A): Pay Group 14
- Design Representative B: Pay Group 17
- After two years and successful completion of required courses as outlined in the "Memorandum of Understanding between Niagara Mohawk Power Corporation and IBEW Local 97 Regarding Revised Design Representative Job Classification" dated August 7, 2006 the individual will attain the level of Design Representative B.
- Design Representative C: Pay Group 20.
- After an additional two years and successful completion of required courses as outlined in the "Memorandum of Understanding between Niagara Mohawk Power Corporation and IBEW Local 97 Regarding Revised Design Representative Job Classification" dated August 7, 2006, the individual will attain the level of Design Representative C.

Only bids received on or before the above close date will be given consideration. Email bids to RecruitingNY@nationalgrid.com or fax bids to (315) 401-7890.

Bidders seeking to be considered for posted positions have the responsibility to fully set forth their qualifications on the job vacancy bid form. Candidates will be considered based on their seniority and the information provided on, or attached to, the bid form. Candidates who choose to submit incomplete forms may be deemed unqualified or ineligible for the posted position.