

E-48323 Tech-Substation Dept

Description:

Pay Group: 21

Location: Albany

Supervisor: Evan Murray

Unposting Date: 02/06/2024

Job Responsibilities: Under general supervision in the Hydro Generation and Substation Department to assist the District Superintendent in carrying out plans and procedures in connection with the operation of the department, and to perform such duties as:

- Develop and prepare details and estimates for minor improvements and replacements in accordance with engineering standards and practices;
- Field-check project installations and retirements for materials and equipment;
- Field-close major construction and retirement orders;
- Assist in the preparation of Construction and Operating Expense Budgets, and maintain budget control records;
- Prepare Construction, Work and Job Orders;
- Prepare and check Time and Mileage Reports;
- Prepare purchase requisitions and check materials for construction orders;
- Maintain all departmental records and drawings;
- Make special studies and prepare technical reports;
- Direct work of others, when required.

Job Qualifications:

- Four (4) years' experience in related work;
- Knowledge of Electric Station equipment and materials;
- Knowledge of applicable accounting procedures;
- Ability to perform work requiring analytical ability;
- Ability to handle contacts with other departments in connection with job duties;
- Ability to direct the work of others.

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.