

E-50810 Service Representative A

Description:

Pay Rate:

Location: Schenectady

Supervisor: Dan Wiecek

Unposting Date: 01/09/2024

About the position: Under general supervision to perform metering services activities; including, but not limited to, the following:

- All Service Representative Helper and Service Representative ANP duties.
- Curb box inspections, public building surveys and visual regulator vent inspections.
- Gas ERT changes.
- Connect single-phase electric meters.
- Disconnect gas/electric meters including three-phase.
- Remove size 425 or smaller gas meters.
- All meter programming; Electric and Gas

Also, perform field collections activities including:

- Review and process account data.
- Contact and interview customers or their representative and initiate applicable procedures relative to the collection and service policies and in conformance with Company and regulatory standards.
- Perform the necessary clerical functions.
- Evaluate conditions encountered on customers' premises.
- Make decisions and take actions in conformance with all applicable regulations, guides and practices.
- Conduct health impairment inspections.
- Replevin (socket meters only)

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.