**W-32113 Design Rep A Electric**

**Description:**

**Pay group: 14**

**Location: Buffalo**

**Supervisor: Matthew Wiltrout**

**Unposting Date: 06/07/2022**

**About the position:**

Under direct supervision for the first six months as a Design Representative-A Electric, 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, by applying the prescribed Company standards, specifications, procedures, and systems. Perform related work associated with services requiring 3 phase metering, underground networks, large circuit rebuilds, manholes and ducts, lashed cables, 3 phase UCD, large public works (underground and overhead) and relocations, complex DOT jobs and relocations. Obtain 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 with job duties that the employee has been trained and has had adequate exposure to as required.

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

* Promote the extension or construction of electric 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 service
* Apply the prescribed Company standards, guides, specifications, systems, practices and procedures in preparing layouts of overhead and underground electric 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 systems extensions and service facilities for customers.
* Excluding the following duties: services requiring 3 phase primary metering, underground networks, large circuit rebuilds, manholes and ducts, lashed cable, 3 phase UCD, large public works (underground and overhead) and relocations, complex DOT jobs and relocations. These duties are exclusive to Design Representative C-Electric job specification.

**Job Qualifications:**

* At least a two (2) year degree in Electrical Technology, Mechanical Technology or GIS from an accredited college or university.
* Ability to handle contacts with customers and other departments in connection with job duties.
* Satisfactorily pass validated aptitude exam identified by the Company
* Ability to follow prescribed standards and procedures.

NOTE 1: The employee will progress from the starting level in accordance with the following schedule:

* Design Representative-A Electric (Starting Level) : Pay Group 14.
* After two years the individual will be promoted to the level of Design Representative-B Electric. Design Representative-B Electric: Pay Group 18
* After an additional three years and satisfactory evaluation by management, the individual will be promoted to the level of Design Representative-C Electric. Design Representative-C Electric: Pay Group 22

**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.**

Requisition ID **32113** - Posted **06/01/2022** - (Buffalo Kensington 5210) - **United States** - **New York** - **Engineering**