



Utility Engineer Aide- Grade C

The Westfield Gas and Electric is seeking a full-time candidate to provide support to the Operations Division. Position will require successful candidate to act as an inspector on simple facility construction jobs, prepare cost estimates, plan and design proposed construction jobs and other related engineering duties. Responsibilities also include performance of all electronic drafting duties associated with electric, gas and telecommunication engineering.

Position is a provisional Civil Service appointment and probationary period applies.

Requirements

- Must have a two year Associates Degree in Engineering or related scientific field or equivalent experience in simple layout and design of a gas, electric and/or telecommunications utility distribution system.
- Applicant should have knowledge and experience in the following software, including, but not limited to:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Access
 - Microsoft SQL Server (or other high level database)
 - ESRI ArcGIS
 - Autodesk AutoCad
- Applicant must have ability to communicate effectively with customers, both internal and external.
- Must have the ability to compute minor calculations, follow written and verbal instructions and comprehend financial and technical statements and data.
- Must have valid driver's license.

All interested applicants must complete a WG&E employment application which can be found online at www.wgeld.org. Once completed, candidate may either email application to managersoffice@wgeld.org or mail it to the following address:

Westfield Gas & Electric
100 Elm Street
P.O. Box 990
Westfield, MA 01086
Attention: Human Resources

Please no phone calls. Resumes and letters of reference only needed upon specific request.

Applications will be accepted through September 21, 2011.