

**Belmont Municipal Light Department**  
**Electrical Mechanic (I/II/Lead)**

STARTING PAY RANGE:

- **Lead:** \$67.33/hour
- **Electrical Mechanic II:** \$53.00/hour - \$64.09/hour
- **Electrical Mechanic I:** \$34.05/hour - \$48.65/hour

OPEN UNTIL FILLED

Belmont Municipal Light Department (Belmont Light) is accepting applications for a full-time (40 hours/week) Electrical Mechanic. This position will be part of the IBEW Local 104 group. The classification and salary of the hire will be commensurate with experience and qualifications. The duties of the position will include:

- Various tasks supporting the operation, maintenance and testing of electrical substation equipment, such as circuit breakers, power transformers, relaying and misc. wiring, following proper training protocol and various safety procedures.
- Locating electric services in the field for contractors, other utilities and agencies as needed, utilizing specialized equipment and company records. Marking locations and if necessary, overseeing activities of contractors to prevent damage and safety concerns related to the BMLD. system.
- Performing simple as well as complex (including CT. rated) electric meter installations and testing on customer and company equipment, including voltage measurements using appropriate test equipment. Requires the ability to evaluate the results, which may require follow up work. This includes the installation, testing and troubleshooting of the AMI. system.
- Conducting routine maintenance and troubleshooting on Belmont's traffic signal and fire alarm systems. In the case of emergency or the need for extensive work, has the ability to assess and report to other BMLD. staff and work with 3rd party vendors on making the proper repairs.
- Executing planned, as well as on and off-hour emergency switching and other associated operating assignments whether in person or over various communications equipment including two-way radios.
- Handling substances considered hazardous, such as transformer and switch carcasses and associated oil samples; coordinating and preparing the disposal of such equipment and working with 3<sup>rd</sup> party vendors on obtaining and filing the proper documentation pertaining to the disposal of such oil filled equipment. Maintaining the spill kit trailer.
- Assisting other personnel in electric operations when needed; tasks may include the ability to independently install and repair simple services and low voltage wiring, as well as assisting with the installation or removal of high voltage wiring and keeping the area and other personnel safe.
- Maintaining the controls and ensuring that various distribution equipment such as reclosers and fault indicators are in a good working condition; working with other BMLD. staff on any planned repairs and maintenance.

## **GENERAL KNOWLEDGE, ABILITY, AND SKILLS**

**Knowledge:** General knowledge of electric substation equipment; general knowledge of electrical construction and maintenance methods, materials, and techniques. Working knowledge of motors and controls, low voltage systems, and traffic system controls. Working knowledge of advanced electric meter (AMI) technology.

**Abilities:** Ability to effectively work with groups of employees and contractors engaged in a variety of construction and maintenance operations. Ability to follow instructions and complete projects in a timely fashion. Ability to work for extended periods under adverse condition. Ability to read and comprehend plans, blueprints, technical specifications, operation manuals and one and three-line drawings. Ability to operate equipment and technology used in locating electric services for contractors engaged in sub-surface construction. Ability to walk, climb a ladder, tolerate heights, tolerate confined spaces, grasp objects, and stand for several hours each day. Able to be on-call 24 hours per day on a rotating basis, if required in the future. Ability to establish and maintain effective and harmonious working relationships with employees, other municipal departments, the public, consultants, vendors and contractors.

**Skills:** Highly skilled in electrical construction, maintenance, and repair. Proficiency in software applications customarily used in electric substations, low voltage control work, and advanced meter technology. Skilled in the use of common hand and power tools used in repair and testing work.

## **EDUCATION AND EXPERIENCE:**

**Lead Electrical Mechanic:** High School diploma and 7+ years of experience in electrical trade and working in electrical substations with some experience in maintaining high voltage and electric meter equipment required. Any other combination of education, training, certifications, and experience will be evaluated on an individual basis.

**Electrical Mechanic II:** High School diploma and 5 years of experience in electrical trade and working in electrical substations with some experience in maintaining high voltage and electric meter equipment preferred; or any equivalent combination of education, training, certifications, and experience.

**Electrical Mechanic I:** High School diploma and 2-3 years of experience in electrical trade or in working in electrical substations with some experience in maintaining high voltage and electric meter equipment preferred; or any equivalent combination of education, training, certifications, and experience.

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The position is eligible for a comprehensive benefits package, including participation in the Massachusetts State employee retirement system and a 457b plan matching program.

*Drug screening is a condition of employment, subject to random testing. Equal opportunity employer.*

**APPLICATION PROCESS:**

All applicants are required to complete a Town application form, available from the Town's website, [www.belmont-ma.gov](http://www.belmont-ma.gov), by emailing [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov), calling (617) 993-2740, or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information **but cannot use this in lieu of completing the required form.**

Some full-time and some part-time employees MAY need to complete a pre-employment physical and drug-screening examination, SORI, and fingerprinting. ALL positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department  
Town of Belmont  
455 Concord Avenue  
Belmont, Massachusetts 02478  
(617) 993-2740  
[humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov)