



MIDDLEBOROUGH GAS & ELECTRIC DEPARTMENT POSITION DESCRIPTION

POSITION: Maps and Records Technician
DIVISION: Gas Division
SALARY RANGE: \$45,000 - \$54,000 annual salary depending on education/experience plus benefits.
This is a Management Position.

EFFECTIVE DATE: November 16, 2016
Submit email/resume to Rick Labossiere – rlabossiere@mged.com
Include “Technician Job Posting” in the subject line.

DUTIES: Under the direction of the Assistant Manager, Gas Division,

- data conversion to digitized records and maps;
- convert gas distribution, ink and mylar maps to AutoCAD and a digital mapping system;
- assist in report creation for material tracking to identify the location of installation;
- prepare drawings for construction projects, meter and regulator sets and assist in preparation of inspections and surveys;
- prepare state and local road opening and trench permits;
- prepare reports to comply with DIMP (Distribution Integrity Management Plan) requirements and the cast iron main replacement program; and
- develop/maintain digital records;
- maintain various MA DPU annual distribution surveys/records including cathodic protection, valves, leakage and meter set inspections.

QUALIFICATIONS:

- Associates Degree in Computer Aided Drafting Technology (AutoCAD)
- Microsoft Office Word, Excel and Powerpoint programs.
- Minimum of two years of experience.
- Experience working with natural gas distribution systems and records preferred.
- Massachusetts driver’s license

Middleborough Gas & Electric Department serves approximately 15,000 electric customers and 5,000 natural gas customers in the Massachusetts towns of Middleborough and Lakeville and is an Equal Opportunity Employer.