

ENGINEERING TECHNICIAN - DISTRIBUTION MAINTENANCE

DUTIES AND RESPONSIBILITIES

Reporting to the Manager, Planning & Maintenance you will be responsible for:

- Preparing and issuing material lists, cost estimates, inspections, work orders, work instructions, maps and drawings for all maintenance activities.
- Preparing, issuing, reviewing and recommending award Requests for Pricing (RFPs) for activities to be completed by outside contractors.
- Managing maintenance activities through ongoing administration and monitoring of activities, progress, costs and billing completed by both company staff and outside contractors.
- Coordinating Substation maintenance activities with Substation Technician staff, Line staff and Control Room staff and outside contractors/vendors. Preparing customer notification as required due to substation maintenance outages.
- Ensuring that “as built” conditions are reflected in drawings, files, system operating maps, and the Geographic Information System for all equipment and projects as assigned.
- Assisting the Distribution Engineer with regular data collection activities and analysis as requested.
- Maintaining and updating other company staff members of work scheduling and appropriate material requirements.
- Maintaining and promoting a positive, progressive and professional workplace, and the company, in its image and role in the community.
- Responding promptly and effectively to all internal & external inquiries. Regular interaction with customers is expected and must be conducted professionally and courteously as a representative of Veridian.
- Reporting verbally or in writing as required on all activities to the Manager.
- Liaising with other Departments and other Veridian affiliates as necessary for the efficient completion of the Technician’s work and assist others in the completion of theirs.
- Familiarity with CEA, CSA, IHSA (was E&USA), ESA, IEEE, NETA, etc as they relate to the Technician’s work or the systems being worked on.

QUALIFICATIONS

- 2 years Community College or equivalent
- 5 to 7 years relevant experience
- Must be registered with OACETT as a Certified Engineering Technician or Technologist in the Province of Ontario in the Electrical discipline, or a graduate of a full time college course in electrical technology that would lead to certification.
- Excellent organizational and project management skills and able to manage multiple projects at any one time
- Excellent communication skills with a strong commitment to providing customer service
- Excellent knowledge of electrical power basics
- Valid Class G driver’s license
- Proficient in other Microsoft Office Applications (Microsoft Word, Microsoft Excel, Microsoft Outlook, etc.) and a working knowledge of Computer Assisted Design (CAD) systems.

Interested and qualified applicants are encouraged to submit their resume to hr@veridian.on.ca **PLEASE QUOTE POSITION TITLE THAT YOU ARE APPLYING FOR IN THE SUBJECT LINE OF YOUR EMAIL.**

Please note only candidates who meet the qualifications and experience for the position will be contacted for an interview. We thank you for your interest in Veridian.