



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

JOB POSTING

SUBJECT TO A DEPARTMENTAL PROMOTION, TRANSFER, OPEN COMPETITIVE CIVIL SERVICE EXAMINATION

TITLE: DISPATCHER (SYSTEM OPERATION AND MAINTENANCE)
DIVISION: ENGINEERING
SALARY: GRADE 7 (\$24.11-\$30.18)
LOCATION: PEABODY MUNICIPAL LIGHT PLANT FACILITIES
SHIFT: VARIES
CIVIL SERVICE CLASSIFICATIONS: OFFICIAL SERVICE

DUTIES: Under direction of the Supervising Electrical Engineer or his designee, perform electric system dispatching, duties and functions relating to the operation of Generation/Distribution/Substations, and assist in maintenance and repair of related electrical and mechanical equipment.

Operate supervisory control and data acquisition (SCADA) terminals and computer terminals for system switching, data entry and retrieval, and electric generator operation.

Issue/receive stock from storeroom/warehouse during trouble or emergency conditions; record all emergency storeroom transactions for inventory control system.

Answer telephone and record trouble calls, and at the discretion of the Supervisor, decide type of work crew needed to handle situation, call in work crew, record call-in responses, dispatch crew to problem area, monitor location of work crews, maintain contact with all work crews via communication system, relay messages, and assist as required.

Maintain logs, records, and data such as overtime records and trouble calls as required by supervisor.

Maintain good public relations when answering calls from consumers and perform related clerical work.

Notify customers on special emergency listing to advise about electrical outages.

With use of cameras, maintain surveillance on property, vehicles and stock. Secure building and grounds; shut and lock access gates as required.

Open and close remotely controlled building doors when necessary.

Perform housekeeping duties, empty wastebaskets, and sweep floors as required.

Contact and advise supervisors as to certain emergency conditions, maintain communication with Police Department, Fire Department, and other public safety personnel as required.

Assist in repair and maintenance of Generation/Substation and other electric or mechanical equipment and auxiliaries.

Perform building and grounds maintenance (Generation and Substation facilities) as assigned.

Must be available for emergency calls during non-working hours.

Work shifts will be subject to rotation schedule at the discretion of the supervisor.

Assist in performing periodic inspection and maintenance as well as emergency repairs and related duties.

Perform other similar duties as required.

QUALIFICATIONS: High school graduate. Valid Massachusetts driver's license.

Please submit your resume and letter of application to the Manager c/o of Barbara Previte at bprevite@pmlp.com.

PEABODY MUNICIPAL LIGHT PLANT

GLENN R. TRUEIRA
MANAGER

AA/EEO