

# **Commissioning and Relay Technician**

## **Summary:**

The primary function of this position is to perform commission testing, relay testing, and corresponding maintenance duties for Energis High Voltage Resources, Inc. The candidate will interact with company employees, community and business contacts, customers, and other individuals from outside organizations. A qualified applicant displays good teamwork, communication, training and exchange of information, as well as a professional image of Energis High Voltage Resources, Inc. to individuals within and outside the company.

## **Responsibilities:**

- Individually oversee the commissioning and final review of electrical substations and electrical apparatus as required to successfully complete the job.
- Review and markup electrical prints as needed.
- Administrative paperwork for each job, such as time reporting, materials used, report creation and record keeping per Energis specifications.
- Attend corporate training as required.
- Occasional travel and overnight stays in the Mid-West, as the job requires.
- Ensure integrity and discretion for handling sensitive and confidential information.
- Demonstrate exceptional leadership skills, initiative and organizational skills in order to prioritize and manage multiple tasks.
- Other miscellaneous duties.

## **Minimum Requirements:**

- Five years of experience in the electrical service industry.
- Proficient with Microsoft Office (Word, Excel, Power Point, Outlook), and a solid understanding of all Windows applications.
- Excellent oral and written communication skills, team player, training and exchange of information, as well as a professional image of Energis High Voltage Resources, Inc. to individuals within and outside the company.
- Demonstrated ability to apply sound judgment and tact, act as a team player and execute tasks independently with little or no supervision.
- Valid Wisconsin Driver's License

## **Corporate Values:**

- **Service**
  - What would I expect if I were the customer
- **Respect**
  - Respect the time, thoughts, and ideas of customers, co-workers, and vendors
- **Communication**
  - Good communication prevents most problems
- **Honesty and Integrity**
  - Stand behind your word; if you say it, do it!
- **Excellence**
  - Strive for perfection. Don't settle for good enough

## **About the Company:**

Energis High Voltage Resources, Inc. is a growing company providing electrical services for utilities and large industrial customers. Energis performs testing, maintenance, data collection, equipment and parts sales and inventory for high, medium and low voltage electrical equipment. Energis also provides and administers software to help customers with the maintenance of their equipment.

**What We Offer:**

- 401k and profit sharing plan
- Medical insurance
- Health Savings Account (HSA)
- Employer-paid short term disability
- Employer-paid life insurance
- Paid holidays, personal time off, and vacation time
- Rewarding and entrepreneurial work environment
- The opportunity to make a difference in a young and growing company
- Business casual dress