

# INTERNAL JOB POSTING

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## TOWN OF WALLINGFORD EMPLOYEES ONLY

Current full -time Classified Service  
Town of Wallingford Employees Only

### JOB OPENING NOTICE – ELECTRIC DIVISION

ESTIMATOR  
\$41.47 - \$46.63  
(Hourly)

There is (1) one opening for an Estimator at the Electric Division. The duties and requirements are indicated in the job description on the reverse side of this posting.

Current full-time Classified Service Town of Wallingford employees in the Town, Utilities and Board of Education who possess the minimum qualifications and wish to apply for this position may do so by submitting an up-dated application form on or before 5:00 P.M. on Thursday, April 4, 2024.

  
James R. Hutt, Jr.  
Human Resources Director

PLEASE RETURN APPLICATIONS TO:

TOWN HALL  
HUMAN RESOURCES DEPARTMENT  
ROOM 301  
45 SOUTH MAIN STREET  
WALLINGFORD, CT 06492

PLEASE RETURN BY: THURSDAY, APRIL 4, 2024 - BEFORE 5:00 P.M.

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Employees who fail to submit an updated application form for this opening will not have their names considered further in the selection process. Absolutely no exceptions will be made to this requirement.

POSTING DATE:  
Monday, March 25, 2024

**POSITION TITLE: ESTIMATOR**

**DEPARTMENT: ELECTRIC DIVISION**

**GENERAL DESCRIPTION:**

In accordance with established standards, to make layouts and estimates of material and labor requirements for additions to and improvements in the Electric Division's distribution lines. On assigned projects, lay out new or rearrange existing lines along streets and on private property; stake pole and anchor locations; specify the size of poles, wire, guys, etc.; designate meter and service locations; determine the ownership of properties and obtain verbal permission for the installation of poles, guy wires and the removal of trees; prepare work orders, bills of material and cost estimates; advise prospective customers on cost of customers' contribution for private property extensions; meet with telephone company representatives to agree on joint pole work to be performed; prepare various maps, records, easements, acceptance agreements, permits, etc. as required; perform related work as assigned.

**SUPERVISION RECEIVED:**

Works under the supervision of the Distribution Superintendent.

**SUPERVISION EXERCISED:**

None, except by special assignment.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

This position requires a detailed knowledge of the Electric Division's requirements, standards and practices; computational skill and knowledge of electric circuits applicable to the layout and construction of distribution pole lines; requires thorough familiarity with distribution system practices including circuit routing and voltages; an ability to determine sizes of conductors, poles, guys, etc. , by the application of standard formulas and calculating aids as well as a general knowledge of the application of National, State and Municipal codes to electric distribution construction; ability to follow established procedures and standards but use judgment in fitting standards to field conditions; ability to establish an effective working relationship with associates, employees and the public.

**MINIMUM QUALIFICATIONS:**

Must be a high school or technical school graduate with not less than five (5) years' experience in electric utility distribution construction work OR one (1) year of advanced study with approved engineering courses shall be equivalent to two (2) years of the above experience OR in lieu of this experience, any equivalent combination of the above experience and training.