

# Technician – RTS

Interested persons may apply through Jobvite on **belco.bm/opportunities**

## Transmission & Distribution (T&D)

BELCO is seeking a Technician – Records & Technical Services (RTS) to join our Transmission & Distribution (T&D) team. The successful applicant will conduct research along with providing technical and administrative support for the execution of records and technical services activities and implementation of Company projects with a full commitment to safety and environmental responsibilities.

### Key Responsibilities

- Locate and mark underground cables
- Assist and support engineering with projects and/or participate in the technical aspects of Company projects
- Complete pre-engineering and drafting/design of project work
- Gather and prepare records on request
- Plan and conduct field surveys/site visits, data collection and data management
- Ensure communication and reporting with key business partners
- Maintain BELCO's hard and soft copy record system including updating records in the Geographical Information System (GIS)
- Working knowledge of set-up and operational procedures of CAD and GIS
- Knowledge of Government and BELCO's health and safety processes and procedures – in particular Records Policy
- Knowledge of the Bermuda Building Code requirements and of BELCO's Cable Marking Policy
- Strong analytical and problem-solving skills
- Excellent project and time management skills
- Excellent written and verbal communication skills, with ability to communicate with all levels of the organisation and/or regulatory agencies
- Strong computer skills using all Microsoft Office software and other programmes associated with the position

### Education, Experience and Skills

- College Degree or Certificate in Computer Aided Design (CAD) or equivalent work experience
- Minimum of one (1) year post qualification progressive experience in Computer Aided Design system operations, preferably in an industrial utility environment

*BELCO is a drug, alcohol and smoke free environment. All successful applicants are required to pass a pre-employment drug and alcohol screening prior to an offer of employment.*



# BELCO



At Liberty, we hire passionate people who care about doing the right thing for our customers. We are entrepreneurial, creative and outcome-focused. Here, your natural talent and achievements will flourish in an inclusive environment of teamwork, trust and continuous learning. We are always pursuing excellence to exceed our ambitious goals, rewarding both the goal outcome and how we achieve it.