



**ENGINEERING AND OPERATIONS DIVISION
POSITION DESCRIPTION**

ENGINEERING CO-OP STUDENT

(Rev. March 2026)

Coordinates with
Engineering and Operations

Supervises
None

FLSA
Exempt/Temporary

Job Summary

Under direct supervision of the Principal Engineer, the Engineering CO-OP Student is responsible for performing basic engineering work requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks.

Nature and Scope

This position assists the Engineering & Operations Manager, Electric Operations Manager, Principal Engineer, Electric Operations Supervisor, Field Engineer, Sr. Electrical Engineer and/or Electrical Engineer, Engineering Technician, and CAD/GIS Specialist.

The Engineering CO-OP Student performs entry level basic engineering work requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks. The Engineering CO-OP Student plans and conducts work characterized by clear and specified objectives. He/she follows clear instructions to apply well-established methods and techniques to solve basic engineering problems and make recommendations. The Engineering CO-OP Student receives technical direction and guidance from the Principal Engineer. Work is checked during progress and checked for accuracy upon completion by the Principal Engineer, other more experienced managers/supervisors, or Electrical Engineer.

Principal Accountabilities

The Engineering CO-OP Student is responsible for assisting the Engineering and Operations Division in the electrical planning, designing, and engineering for all Braintree Electric Light Department (BELD) operations. The following list is not all inclusive of the duties of this position. It is not intended to be so. The Engineering CO-OP Student will assist Engineering and Operations staff with the following:

- Maintenance and development of primary distribution system modeling

- Performing distribution reliability & power quality reviews and making recommendations
- Programming capacitor controllers and other programmable devices
- Monitoring, maintenance & development of the SCADA system
- Utilization and improvement of the AMI system
- Utilization and improvement of the GIS system
- Conducting field audits of overhead/underground circuit walk-down and repair/upgrade program
- Testing and maintaining records of transformers and switchgear
- Engineering record keeping (equipment inventory, test reports, fiber optic documentation, etc.)
- Use AutoCAD to create engineering sketches
- Study and research projects as directed
- Participate in protective relay testing and inventory
- Participate in fiber optics project planning, cable/equipment inventory, and field verification
- Participate in engineering meetings and technical discussions to learn about construction, work methods, and material specifications
- Observe / participate in various engineering projects as needed/directed

Education

Current enrollment in a four-year Electrical Engineering Program at an accredited institution is required.

Experience/Skills

- Ability to understand electric power transmission and distribution technology
- Ability to learn, understand, and work from construction drawings and various diagrams
- Must be computer literate
- Experience in the use of AutoCAD preferred
- Good interpersonal and communication skills both written and verbal

Working Conditions/Physical Effort

- Must have a valid driver's license and automobile for transportation to remote job sites
- Be prepared to work on construction sites including climbing ladders; walking or climbing over rough terrain with exposure to inclement weather and extreme temperatures; entering and existing confined or enclosed spaces such as manholes and trenches; moving about to accomplish tasks or moving from one worksite to another and work that includes moving objects up to 50 pounds.