



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
SEAN R. REARDON, MAYOR

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NEWBURYPORT, MA 01950
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MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the
City Council
From: Sean R. Reardon, Mayor
Date: January 8, 2024
Subject: Re-appointment

I hereby re-appoint, subject to your approval, the following
named individual as Electrical Inspector. This term will start
on January 8, 2024 and expire on February 15, 2025.

Jeffrey Mattheson
12 Hart Road
Newburyport, MA 01950

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2024 JAN -2 A 11:25

Jeffrey R. Mattheson

Licensed Master Electrician: MA, ME, NH VT

12 Hart Road, Newburyport MA | 978-479-0915 | jeff@matthesonelectric.com | [linkedin.com/in/jeffreymattheson](https://www.linkedin.com/in/jeffreymattheson)
www.matthesonelectric.com

Objective

To obtain a professional and successful management position utilizing my electrical and HVAC skills, experience, and expert knowledge. As well as to provide a safe electrical environment for all stakeholders within my community.

Education and Certifications

MASTER ELECTRICIAN LICENSE | 2005 | WOBURN ELECTRICAL SCHOOL OF CODE AND THEORY IN WOBURN, MA.

JOURNEYMAN'S LICENSE | 2002 | WOBURN ELECTRICAL SCHOOL OF CODE AND THEORY IN WOBURN, MA.

ATTENDED GOULD INSTITUTE FROM 1997-2000

Silent Knight Fire Alarm Course Certification
Fork truck/Scissor Lift Operator License
Fiber Optics Splicing and Training Certification
OSHA 30 Hazard Awareness Certification
Microsoft Office
QuickBooks
NEC 3 year updates
MA 6 Hr Update
CPR Certified 2018 & 2022

Experience

OWNER | MATTHESON ELECTRIC | 2020-PRESENT

- Receive and answer job related questions and estimate requests in a timely manner via email, text and phone.
- Schedule and estimate small and large electrical jobs.
- Ordering of materials and parts per estimate.
- Troubleshoot existing customer electrical problems and correct.
- Complete estimated work in a neat and workmanlike manner within estimated amount.
- Install of residential EV car chargers (Tesla/Chargepoint).
- Invoicing and billing collection, permit and inspection fulfillment.

- Coordination of numerous remodel and new build projects with other sub-contractors as well as homeowners to complete projects.
- Regularly maintain company truck, trailer and excavator maintenance, inspections and insurances.

ELECTRICAL FOREMAN/PROJECT MANAGER | JEM ELECTRICAL AND HVAC CORP. | 2008-2019

- Supervise daily scheduling of employees and ordering of ongoing and coming jobs on a day to day week to week basis maintaining a steady and efficient work flow and profitability.
- Jobs ranging from \$10K-\$180K: Residential, Commercial, Industrial, & Cellular.
- Installed Electrical/HVAC for Cellular Communication Shelters/Homes/Businesses.
- Supervise, educate & train new hired licensed & apprentice electricians.
- Service HVAC Tech 24/7 on call, servicing all of New England – specific details available upon request.
- Managed more than 800 HVAC Preventative Maintenance Cellular Sites, 24/7 response, next day service upgrades.
- Xfinity Center Shelter work. Mansfield MA
- SAI Commercial Working Building/Warehouse Salem NH
- Vast experience in job bid walks, proposal write-ups and pricing.
- General Contracted to build 5 Tesla SuperCharging Stations in the state of Maine to bridge the gap between Canada and Maine/East Coast.
- Oversee and Supervise entire project and all locations from start to finish.

JOURNEYMAN ELECTRICIAN/ FOREMAN | G & B ELECTRICAL SERVICES, INC. | 2002-2008

- Foreman & Supervisor on jobs ranging from small residential to large commercial jobs at locations in Boston to Southern NH.

JOURNEYMAN ELECTRICIAN/ FOREMAN | METRIC ELECTRIC | 2000-2002

- Foreman & Supervisor on jobs ranging from small residential additions to large commercial renovations.
- Had a large responsibility in the layout of the plans prior to the start of the job.
- Working knowledge of (Honeywell) HVAC controls and others.

ELECTRICAL APPRENTICE | INTERSTATE ELECTRICAL | 1996-2000

- Met daily with the job foreman to obtain the work orders for the day and assisted in planning the appropriate delegation of tasks for the team of 8-10 men.
- Working knowledge of reading architectural blueprints with the ability to assess the electrical needs for the construction project.
- Self-directed and able to take a job from rough to finish.
- Working knowledge of Romax wire, BX, MC and AC cable.
- Familiar with installing hard-wire fire alarm systems in both residential and commercial settings.
- Experience with the installation of switchgear, transformers, and panels.
- Familiar with all requirements of EMT conduit installation and Rigid conduit benders ½" -4".