



Electric Meter & Energy Audit Technician

Electric

JOB SUMMARY

Provides technical support for the electric utility, including the installation, repair and maintenance of utility meters and performs energy audits and power quality assists.

MAJOR DUTIES

- Maintains and operates meter test room.
- Tests, repair and calibrate residential and commercial electric meters which includes programming electronic meters.
- Install single and three-phase power quality equipment.
- Responds to and resolves a variety of system malfunctions and equipment failures.
- Wire and repair current transformers and meter sockets and single and polyphase transformer rated metering system.
- Completes required reports and processes all related paperwork in a timely manner; informs supervisor of problems and difficulties.
- Cross-train by rotating between metering and apparatus.
- Performs meter upgrades and change outs; troubleshoots meters and resolves problems
- Inspects electric meters to ensure proper functioning' pulls electric meters that have been tampered with, are malfunctioning or are outdated.
- Installs and maintains the utility's advanced metering infrastructure (AMI) to provide downloaded data to customers and billing personnel; selects appropriate metering for a variety of applications; programs and tests various metering applications.
- Ensures compliance with safety and other departmental policies and procedures.
- Acquires electric and water meter readings for utility purposes.
- Supports Service Workers when needed in connecting and disconnecting electric and water services.
- Conducts Energy Audits with customers and follows up with written reports and suggested repairs/upgrades.
- Operate Thermography equipment
- Perform on call duties as needed in call rotation
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of AMI System.
- Knowledge of utility metering principles, practices, tools, and equipment, including those associated with AMI.
- Knowledge of mathematics, including algebra, geometry and trigonometry.
- Knowledge of electric meter installation and repair principles.
- Knowledge of the tools and equipment used in the installation, testing and repair of meters.
- Knowledge of Energy Audits and building construction methodology.
- Knowledge and certification of Energy Audits
- Knowledge of utility system meter locations.
- Skill in the operation of specialized tools and equipment.
- Skill in performing electric meter maintenance and repair activities.
- Skill in oral and written communication.
- Skill with providing superior customer service and resolving customer complaints.
- Skill operating computers and job-related software.
- Certification in Thermography equipment
- Integrated Transmission System (ITS) certification to assist with Distribution System Switching

SUPERVISORY CONTROLS

The Technical Services Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department standard operating procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related meter installation and repair duties as well as Energy Audits and Power Quality assistance. Inclement weather and challenging field conditions contribute to the complexity of the position.
- The purpose of this position is to assist in the installation and repair of utility meters. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, and grease. Work requires the use of protective devices such as masks, goggles, gloves, etc.
- Subject to on-call rotation and call outs as needed.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Two to four years of relevant experience.
- Possession of a valid driver's license for the type of vehicle or equipment operated.