

City and Borough Sitka, Alaska

Class Specification

Class Title	Meter Technician
Class Code Number	4020
FLSA Designation	Non-Exempt
Pay Grade and Range	IBEW
Effective Date	September 2010

General Statement of Duties

Manages the operations of the metering department; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain and optimize the performance of all classes of metering on the electrical system and to supervise the reading of all electric meters. The work is performed under the direct supervision of the T&D System Manager but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of the Meter Technician I. An employee in this class performs the duties of other employees in the Electric Department as required or as assigned by supervisory personnel. The principal duties of this class are performed in both a general office environment and an outdoor environment which may involve adverse weather conditions and related hazards in which the employee is subject to potential personal danger.

Examples of Essential Work (Illustrative Only)

- Manages and supervises the reading, testing, installation and repair of all residential, commercial and industrial electric meters;
- Supervises the establishment and modification of meter reading routes, and assignment of work to employees;
- Supervises the reporting, verification and transfer of meter reading data via computerized meter reading and billing functions;
- Prepares a variety of complex reports and assists with special research projects;
- Performs special meter readings for the purpose of disconnection and re-connection;
- Coordinates with the utility billing office on matters pertaining to turn-on, disconnects, rates and billing;
- Responds to customer questions and complaints, investigating as necessary;
- Operates and calibrates test equipment;
- Maintains metering equipment inventory;
- Provides technical information to utilities personnel as to the proper installation and demand classification of electric meters;
- Maintains a revenue recovery and revenue protection program including the evaluation of need for back billing on faulty meters;

- Performs power quality, load planning and load control functions;
- Researches new metering products, procedures and strategies and recommends implementation;
- Negotiates pricing on metering products;
- Develops and maintains departmental budget;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, vendors, contractors and the public;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of electric metering equipment, methods, procedures and practices;
- Thorough knowledge of the methods, procedures and practices for installation, testing and adjusting of various types of meters;
- Thorough knowledge of methods, procedures and practices for meter reading operations;
- Good knowledge of the occupational hazards of skilled and semi-skilled personnel including OSHA standards;
- Skill in diagnosing defects in metering equipment and computerized meter reading equipment;
- Skill in reading and recording detailed metering numbers;
- Skill in testing and repairing metering equipment;
- Ability to perform complex mathematical calculations as they relate to meter evaluation and testing;
- Ability to work on energized electrical equipment and maintain safety standards;
- Ability to work in all weather conditions;
- Ability to perform emergency call out services;
- Ability to prepare and maintain detailed records and reports and to conduct specialized research projects;
- Ability to independently solve problems within assigned areas of responsibility;
- Ability to organize, prioritize, motivate, supervise and evaluate the work of others;
- Ability to establish and maintain effective working relationships with other City employees, and the general public;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED, preferably supplemented by additional education and training in power quality control and metering; and
- Considerable experience in electric metering operations; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a valid driver's license issued by the State of Alaska.
- Certification as a Journeyman Meter Technician

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other department personnel and the general public;
 - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to see small numbers and parts and to maintain computerized records;
 - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand held computer equipment and small tools;
 - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to access obscure meter locations in all weather conditions and to operate an outboard motor and skiff.
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