

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Lead Meter Technician	Job Code: 2687
Date: January 5, 2011	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Unclassified

DEFINITION: This is highly skilled journey level work with supervisory responsibility for the testing, maintenance, and repair of electrical metering systems and various other electrical facilities.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to the Power Systems Electrical Maintenance Supervisor and perform all tasks under his/her general direction. The work of this class differs from that of the lower level Meter Technician by its additional emphasis on supervisory duties and responsibility to prioritize the work of subordinates.

ESSENTIAL DUTIES: Oversee the operation of meter testing and repairs; oversee the performance of subordinates; train subordinates; evaluate safety conditions and designate employee in charge for each project; assign work tasks; ensure work is done accurately, efficiently, and within safety rules and guidelines; review work of subordinates and serve as a resource on complex issues; assist with performance evaluations; prepare and submit work progress reports; coordinate closely with supervisor on preparing and managing applicable budgets, personnel issues, project planning, and other areas; maintain log of equipment and tools used.

Perform all duties of a journey level Meter Technician: Install primary and secondary voltage metering devices, including both single and poly phase, self contained, and transformer rated; connect wiring between instrument transformer, test switches, and meters; remove and reset meters; program demand meters using personal computers; install power factor measurements; read and compute kilowatts and kilowatt hours from recording meters and ensure billing data matches metering equipment; respond to billing complaints and advise customers on use efficiency or problem areas; calculate multipliers and full scale values for transformer rated meter installations; perform commercial, industrial, and residential installations; clean, test, and calibrate single phase and poly-phase watt-hour and demand meters; repair, test, and calibrate recorders and other test instruments; clean, restore, and repaint previously used metering equipment; check for and change out faulty meters on customer premises and determine causes of malfunctions.

Utilize multifunction meters to determine customer's power factor and enforce penalties as needed; evaluate new meters and related equipment; make decisions and submit recommendations as to the application, purchase, and replacement of metering equipment; perform and supervise various electrical maintenance projects for City departments as needed; may act as the Power Systems Electrical Maintenance Supervisor in his/her absence; assist other staff members; perform other duties as needed.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma; and six (6) months of journey level experience as a certified Meter Technician from an accredited and Department of Labor approved Meter Technician apprenticeship program.

License(s). Must possess certification as a Journey Meter Technician through an accredited program such as IPSA. A valid, lawful driver's license is required.

SELECTION FACTORS: *Knowledge of:* electrical theory and application; mathematics including, decimals, percentages, ratios, fractions, algebraic formulas, and electrical principles, laws, and formulas; techniques of installation, maintenance, and repair of electrical power distribution equipment; meter maintenance functions and testing equipment; the operations performed and purposes served by the department or division; related laws, codes, rules and regulations governing functions of the position; computers and related software systems; the operations, functions, and terminology common to the electrical operations; modern supervisory techniques; basic budgeting techniques. *Skill in:* analyzing data and developing solutions; presenting technical concepts and data in an easy to understand manner; in the use of electrical repair and metering equipment. *Ability to:* perform work with speed and accuracy; analyze and identify complex problems and effectively resolve operational problems; adhere to safety regulations at all times; exercise independent judgement; make calculations regarding power and energy usage, meter constants and multipliers, amperage, and voltage values; organize assigned work and develop effective work methods; coordinate, assign, and oversee the work of others; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; communicate effectively both orally and in writing.

TOOLS AND EQUIPMENT USED: Mechanical and motor vehicles, man lifts, hand tools, power tools, ladders, line truck, bucket truck, indoor test bench and portable meter testing equipment, recording volt and amp equipment, radio and TV interference locating equipment and computers.

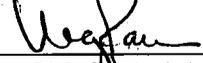
PHYSICAL DEMANDS: Sufficient physical strength, agility, and eyesight to perform the work which includes working at considerable heights, lifting mechanical and power tools, lifting 50-75 lbs., driving vehicles, climbing ladders, pulling long runs of wire up to 100 feet, carrying, bending, stooping, and walking over varied or rough terrain.

ENVIRONMENTAL FACTORS: Exposure to adverse weather conditions, electrical solvents, oils and compounds, hazardous environments, heavy traffic, confined areas, electrical systems rated 120 volts to 138,000 volts, energized electrical equipment, and to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances. *Note: Employees of this class may be subject to on-call status. RESIDENCY: Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility in order to affect a maximum 20-minute response time.*



Department Director

Dec 15 2010
Date



Mayor/Chief Administrative Officer

5 Jan 2011
Date

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.