

| PROVO CITY CLASSIFICATION SPECIFICATION |   |
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| <b>Title:</b> Meter Technician          | <b>Job Code:</b> 2685                     |
| <b>Date:</b> January 5, 2011            | <b>EEO Code:</b> SM                       |
| <b>FLSA Designation:</b> Non-Exempt     | <b>Civil Service Status:</b> Unclassified |

**DEFINITION:** This is highly skilled journey level work responsible to install, test, maintain, and repair electrical metering systems or various other electrical facilities.

**CLASSIFICATION STANDARDS:** Positions allocated to this class are responsible to a Lead Meter Technician and perform all assigned duties under his/her general and indirect supervision. The work of this class is distinguished from that of the apprentice level by its independence and potential for supervisory/training duties, and by its responsibility to apply comprehensive technical knowledge at a certified journey level.

**ESSENTIAL DUTIES:** 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.

Maintain equipment and tools; adhere to all safety rules and regulations; prepare and submit work progress reports; assist other staff members; may supervise and train apprentice technicians; and perform other duties as needed.

**MINIMUM REQUIREMENTS:** Equivalent to a high school diploma; and successful completion of 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 basic electrical principles, laws, and formulas; techniques of installation, maintenance, and repair of electrical power distribution equipment; meter maintenance functions and meter 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. *Skill in:* analyzing data and developing solutions; presenting technical concepts and data in an easy to understand manner. *Ability to:* perform work with speed and accuracy; 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; operate electrical repair and distribution

equipment; organize assigned work and develop effective work methods; 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.*

  
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Department Director

12/14/10  
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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.*