



JOB DESCRIPTION

Metering Technician

Date Prepared: March 2014

Class Code: 8050

SUMMARY: Under basic supervision, installs, tests and calibrates electromechanical and solid state meters; performs routine service calls to assist customers with their electric service; tests meters for accuracy to ensure proper customer billing in accordance with established policies, procedures, regulations and objectives.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Installs, tests and calibrates electromechanical and solid state meters; tests meters for accuracy to ensure proper customer billing; performs duties within scope of authority and training, and in compliance with City policies, safety and quality standards.
- Installs and downloads power monitors and other consumption measuring devices.
- Performs routine service calls to assist customers with electric service.
- Records data associated with billing the revenue meter and submits readings to customer service. Verifies all information on customer service billing program with metering records.
- Inspects customer meter panels for compliance; approves or recommends changes to customer meter panel drawings.
- Creates new programs for solid state meters and creates Meter Operating Procedures (MOP's). Reviews and updates metering standards.
- Maintains inventory of all materials required for metering.
- Performs duties of electric operator as assigned.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma or equivalent; AND three years of experience in electric metering or electrical wiring or electric devices and equipment such as circuit breakers, panels and meters.

Knowledge of:

- City organization, operations, policies, and procedures.
- Principles of electrical and electronic theory, mathematics, fundamentals of alternating current circuits, and electrical safety policies and procedures; Cal OSHA regulations.
- Applicable safety practices for high voltage equipment.

- Common hand and power tools.
- Personal computer operations.
- Customer service standards and protocols.

Skill in:

- Monitoring and applying control system principles rationally to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpreting schematics, plans and specifications.
- Maintaining inspection records as required by regulatory agencies.
- Utilizing public relations techniques in responding to inquiries and complaints.
- Communicating effectively, both orally and in writing.
- Establishing and maintaining cooperative working relationships with managers, fellow employees, suppliers and the public.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid Class C California State Driver's License is required.
Additional training/certification may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in the field with exposure to traffic hazards, dangerous equipment, extreme weather conditions, high voltage, hazardous chemicals and electrical shock. Climbing ladders is required.