

**MAJOR FUNCTION**

This is field work in connecting, disconnecting, and maintaining self-contained metered electrical services and shop work testing and calibrating electric meters on low voltage test boards in a controlled environment. An employee in a position assigned to this class is often required to exercise independent judgment in dealing with individual customers. General supervision is received from a superior who assigns work and instructs the employees on unusual problems, while ongoing work is performed under the supervision of a higher level technical employee. Work is reviewed through conferences, reports and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Programs, repairs, tests and calibrates electric meters on test boards in the meter shop. Installs, maintains and repairs self-contained electric meters and meter sockets in the field. Connects electric service for new self-contained electric meter utility consumer accounts. Disconnects electric service for non-payment of self-contained electric meter utility accounts on request from the consumer or for other administrative reasons. Changes out self-contained electric meters for tests or when meters are damaged. Performs some investigative functions relative to electric meter tampering and damaged electric meters and may appear in court as a witness for the City on related charges. Receives and issues electric meters and equipment to meter service personnel and outside contractors. Maintains inventory and stock of all metering and shop supplies. Responds to internal and external customer questions on electric energy usage, safety, complaints, etc. Provides technical support to electrical contractors concerning electric metering installations and proper equipment usage. Accesses customer information system (CIS) database to research account history for billing inquiries and consumption histories. Researches electric meter histories and maintains electric meter records and files. Reads electric meters and turns on breakers or meters. Performs related work as required.

**Other Important Duties**

Uses personal computer to complete reports, track inventory, research meter histories, etc. On occasion, obtains new utility account information from customers and convey this information to Utility Customer & Business Services personnel. Coordinates with and assists other Meter Operations staff, other City Departments, customers and vendors as required for special City sponsored events. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of wiring, diagrams, schematics and electrical symbols. Considerable knowledge of the mechanism of self-contained electric meters. Knowledge of occupational hazards that could compromise personal safety. Some knowledge of municipal utility rules and regulations or policies, including the rates concerning disconnects and meters in general. Knowledge of the geography and street locations in the City. Ability to test and repair electric meters. Ability to perform simple calculations accurately and quickly. Ability to establish and maintain effective working relationships with the general public; deal with complaints in a tactful manner. Skill in basic electricity and electronics, as applied to electrical wiring, power and meters. Skill in the use of hand tools needed for making required repairs and adjustments. Skill in the use of personal computers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a high school diploma or equivalent recognized certificate, completion of one year of vocational or technical school training in basic electricity and/or electronics and one year of experience

reading, installing, connecting, disconnecting, repairing, fabricating or calibrating meters, or an equivalent combination of training and experience.

Necessary Special Requirements

Possession of a valid Class "D" State driver's license at the time of appointment.

Established: 09-20-03