

MAJOR FUNCTION

This is highly complex, high profile, technical, and supervisory work involving the design, purchase, installation, maintenance, testing and calibration of all the electric metering and associated equipment within the City's power system. An employee in this class is responsible for the performance and supervision of work of employees within the metering group. Work is performed under general supervision of the Supervisor-Meter Operations and is reviewed through reports, conferences, observations and by results obtained.

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

Plans, organizes, trains and supervises the activities of assigned personnel and all of the operations relative to electric meter purchases, calibration, and installation. Ensures that the proper inventory of electric meters are maintained both at the City warehouse and in meter operations. Obtains prices and purchase orders for specialty meters and metering equipment. Supervises the testing of all electric meters including revenue, substation/power plant and research. Maintains shop standards and test equipment necessary to test all of the Electric Department measuring devices. Supervises and maintains standards for the installation and maintenance of the City's electric meters including revenue, substation/power plant and research applications. Trains technicians in the programming of computers to test and calibrate solid state meters and metering equipment. Reviews construction plans, specifications and technical documents as necessary for scheduling, coordination and completion of metering projects. Ensures that all required permits and work orders are completed prior to the issuing of metering equipment. Provides assistance to the customer, public, and other departments within the City. Determines the causes and educates the customers concerning high bill complaints. Explains the rate structure for commercial demand and primary customers. Provides demonstrations, speaking appearances and limited equipment and literature to various schools and other civic groups. Works in accordance with all safety rules and regulations. Recommends hiring, transfer, promotion, grievance adjustment, discipline and discharge of employees. Conducts performance evaluations. Recommends approved or denial of merit increases. Performs related work as required.

Other Important Duties

Provides rate interpretations, code definitions and various other information to various departments within the City as well as the City's customers. Assists in the planning and implementation of temporary electrical services for a wide variety of events associated with all of the above. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the methods and practices involved in testing, calibrating, repairing and maintaining electrical revenue and substation meters, metering transformers and switches. Thorough knowledge of the occupational hazards and safety precautions involved in the work. Thorough knowledge of the ordinances and regulations concerning the installation of metering equipment, meter testing, repair and maintenance. Considerable knowledge of the principles of effective supervision. Ability to assign and review the work of the subordinates and provide proper instruction. Ability to maintain records and make reports. Ability to understand and work from construction and wiring plans, wiring diagrams, schematics, drawings and blueprints. Ability to use ammeters, voltmeters, ohmmeters and related metering equipment. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate effectively orally and in writing. Ability to assign and review the work of subordinates and provide instructions in a manner conducive to improved performance and high morale.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and two years of vocational technical course work in electronics or electricity and four years of experience that includes the design, installation/maintenance, inspection and calibration of electric meters, or an equivalent combination of training and experience. At least one year of the required experience must have included the use of personal computers and microprocessor based equipment.

Necessary Special Requirements

Must possess a class "E" State driver's license at the time of appointment.

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