

APPRENTICE ELECTRIC METER TECHNICIAN
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DEFINITION

To perform skilled work in the area of installation, cleaning, testing, inspecting, calibrating, repairing and maintenance for electric meter infrastructure; to perform meter reading, service order disconnects and reconnects, move-in and move-out requests, and disconnect/reconnects related to non or late payment of utility bills; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Apprentice Electric Technician - This is the entry level class in the technical Electric Meter Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Apprentice Electric Meter Technician class is distinguished from the Electric Meter Technician level by the performance of less than the full range of duties assigned to the Electric Meter Technician level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Electric Meter Technician - This is the journey level class in the technical Electric Meter Technician series and is distinguished from the Apprentice Electric Technician level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Apprentice Electric Meter Technician level.

SUPERVISION RECEIVED AND EXERCISED

Apprentice Electric Meter Technician

Receives general supervision from the assigned supervisor; and receives technical and functional supervision from more experienced staff.

Electric Meter Technician

Receives general supervision from the assigned supervisor; and receives technical and functional supervision from more experienced staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform skilled work involving the installation, cleaning, testing, calibrating, repairing and maintenance of electric meters related to the City's metering infrastructure.

Determine types of meters and related material necessary to accurately record electric consumption, install, replace, wire and provision a variety of meters and metering equipment, including transformer rated meters, remote read meters, and related metering infrastructure; review proposed customer equipment to ensure it meets City standards, recommending upgrades, and changes when needed.

Inspect, troubleshoot and test electric meters and metering infrastructure and related systems including programming electric meters to ensure proper meter operation and accuracy; maintain and troubleshoot complex metering schemes; operate, load and download specialized software related to metering infrastructure.

Perform in-shop and field-testing, verifications and checks of complex industrial revenue meters and related electronic metering equipment and systems including accurately programming three phase meters, AMI metering and microprocessor relays; ensure proper meter operation and accuracy; maintain and troubleshoot complex metering schemes, operate, load and download specialized software for the integration of metering installations.

Receive and issue electric meters and related materials to aid in maintaining accurate inventory records and project costs; implement new or upgraded meter reading and metering infrastructure software.

Investigate and assess customer complaints and issues, perform load surveys and maintain meter instrument histories; coordinate with utility billing office staff, including meter-reading, service orders, and other issues related to metering services for electric; collect and provide customer usage data; perform "re-reads", "move-in/move-out", and disconnect service if necessary.

Perform electric meter reading accurately and on time; assist Utility Billing in preparation of efficient meter reading routes and read schedules; provide technical guidance to meter reading staff.

Perform field disconnection and reconnection of utility services or electric services due to breach of service requirements, delinquency or nonpayment, returned checks, change of occupancy ("move-in/move-out"), safety, and meter tampering.

Install, operate and provide on-going maintenance for the City's EV (Electric Vehicle) charging stations including the periodic review of charging station alarms, service alerts, and site inspections.

Uploading settings, troubleshoot, inspect, maintain, and collect data (download) of electronic controls and communication devices (Relays, AMI Network, SCADA) of the Electric Department and metering infrastructure.

Maintain equipment necessary to accurately record electric meter consumption perform service work related to field and/or remote disconnections and reconnection of electric services.

Perform daily download of Tantalus handhelds.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Apprentice Electric Meter Technician

Knowledge of:

Basic electric utility operations and electrical theory.

Basic operation of electric meters.

Mathematics.

Principles and practices of customer service.

Ability to:

Learn the relevant local, State, and Federal laws, rules, regulations, and industry standards related to area of assignment.

Learn to perform skilled work in the area of installation, cleaning, testing, calibrating, repairing and maintenance of single and poly-phase electric meters used in residential, commercial and industrial facilities.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Perform Bucket Truck Rescue through proper use of upper and lower bucket controls.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Perform basic mathematical calculations.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of experience reading electric meter routes, both manually and through use of a handheld device and/or other remote read equipment.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid California Class C Driver License is required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Electric Meter Technician

In addition to the qualifications for the Apprentice Electric and Meter Technician:

Knowledge of:

Relevant local, State, and Federal laws, rules, regulations, and industry standards related to area of assignment.

Equipment, operation, metering methods, and standards pertinent to the operation, testing, and repair of electric metering infrastructure including metering methods for single and poly-phase circuits.

Various electric meters and their operation, and the methods and equipment used in the testing and repair of various electric meters.

Alternating and direct current circuits and their characteristics including electrical laws such as Ohm's Law, Kirchoff's Law and Blondel's Theorem which directly relate to modern electric metering methods.

Inductance, capacitance and power factor with regards to vector analysis.

The City's electric rate structures.

Electric vehicle charging stations purpose, operation, and general maintenance.

Ability to:

Perform skilled work in the area of installation, cleaning, testing, calibrating, repairing and maintaining electric metering infrastructure.

Review proposed customer equipment to ensure it meets City standards.

Read and interpret documents such as rules, operating and maintenance instructions and procedure manuals.

Use sound judgment in recognizing scope of authority.

Utilize appropriate safety procedures and practices for assigned duties.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years serving as an Apprentice Electric Meter Technician, or two years of responsible experience in a journey-level Electric Metering classification, preferably from a California based utility.

Training:

Equivalent to the completion of the twelfth grade supplemented by completion of a formalized electric metering course including instruction on single-phase and three-phase metering.

License and Certificate

Possession of a valid California Class C Driver License is required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.