

HENDERSON MUNICIPAL POWER & LIGHT CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

METER TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this non-exempt position is to perform technical tasks to maintain, install, inspect, repair, and test residential and commercial electrical metering equipment for proper measurement and billing. Assists with maintaining related records and bookkeeping of meters and customer account information. Performs duties under the supervision of the Line Supervisor and general direction of the Meter Department, Foreman

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists with the installation, troubleshooting, maintenance, calibration, and testing of kilowatt hour meters; programming electronic kilowatt meters; testing meters for scheduled change out rotation and completes rotations; installing three phase and primary metering and performing field testing; reading meters and substation meters; testing equipment in substations; responding to service trouble calls for meters.
- Assists with maintaining inventory of meters and hardware.
- Performs timely and accurate completion of field services duties for all types of electric meters and instrument rated metering equipment.
- Assists with related administrative tasks such as maintaining records of meters; checking consumption histories on customers; setting minimum bills for new customers; investigating unusual or abnormal electric readings and customer complaints; re-reading meters as necessary; identifying and reporting meter discrepancies or malfunctions.
- Performs related technical tasks; inspects meters for damage, defects, and unauthorized connections and reports irregularities; wires meter cans.
- Works closely with City of Henderson Billing Department and City of Henderson Meter Readers.
- Receives, reads, reviews, interprets, prepares and processes various documents including electric consumption reports, electrical diagrams, meter design drawings, electric comparison reports, service tickets, job prints, field test results, meter tickets, meter cards, and related information.
- Operates various types of equipment including a personal computer, meter tester, voltage meter, ditch witch, RF meter, diagnostic equipment, and general hand tools.
- Maintains good housekeeping of meter area at all times. Cleans and refurbishes meters, bases, and all other associated metering equipment as needed. Ensures work locations are in a condition appropriate for public safety and customer satisfaction. Assists with safe handling and disposal of junk equipment and waste fluids.
- Completes paperwork and record keeping associated with job functions in a neat and timely manner; maintains required test documentation; and records accurate daily timesheets and charge time to proper accounts.
- May drive HMP&L vehicles to and from various worksites when required.

- Must have a valid driver's license.
- Maintains good attendance and punctuality.
- Attends training and seminars necessary to maintain proficiency with meter programming, testing, and associated testing equipment.
- Adheres to and enforces all company safety rules and regulations and compliance standards.
- Ensures conformity with standards set by the North American Reliability Corporation (NERC) and the SERC Reliability Corporation (SERC).
- Overtime hours may be required, as needed.
- Performs as a backup for the Meter Department, Foreman position during their absence, as required.

ADDITIONAL FUNCTIONS

- Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational or technical school training in electrical work and one year of previous experience and training that includes electrical connections and electric metering; ability to perform simple circuit analysis and read/interpret metering design drawings; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requirements include: ability to have regular and predictable work attendance; residency in Henderson County; must pass a drug/alcohol screen, physical and background check upon conditional offer of employment; have no DUI convictions in the previous five years; and maintain a valid Driver's License; Commercial Driver's License (CDL) and knowledge of Automated Metering Infrastructure (AMI) preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately demanding physical work, typically involving some combination of climbing and balancing, standing, stooping, kneeling, crouching, and crawling, twisting, reaching with hands and arms, using hands to handle or feel objects, tools or controls, and that generally involves lifting, carrying, pushing, and pulling moderately heavy objects and materials (60-100 pounds). Outdoor tasks may require driving, walking or hiking for extended period of time for short or long distances, carrying and operating technical equipment on properties such as backyards or property encompassing uneven, rough terrain in all weather conditions. May be required to work indoors in confined spaces.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally and aurally. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

Environmental Factors: Performance of essential functions require fieldwork with exposure to potentially adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, and toxic agents, or pathogenic substances. May require work in varying weather conditions and hours of night and day.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (Henderson Municipal Power & Light) at the discretion of the employer, or as the needs of the employer and requirements of the job change. The employer explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Henderson Municipal Power & Light, HMP&L, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HMP&L will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.