

## **ELECTRIC METER TECHNICIAN**

### **JOB DESCRIPTION**

**Classification Responsibilities:** An Electric Meter Technician performs skilled and semiskilled electrical and mechanical work in the installation, testing, and maintenance of single and three-phase meters and metering related equipment. Incumbents in this class are responsible for using locating equipment to identify, locate, and mark underground utilities as well as an infrared camera to inspect electric equipment. Incumbents may also provide assistance to the Lead Electric Meter Technician as necessary. Electric Meter Technicians may assist electric generation or electric distribution staff or other areas within Electric with construction, maintenance, and/or repair work on an as-needed basis. This class is also responsible for performing related duties as required.

**Distinguishing Features:** Electric Meter Technicians generally work independently on a day-to-day basis under the supervision of the Electric Meter Foreman. Employees in this class may be exposed to hazards and possible injury as a result of working around energized lines. Work is performed in the meter shop when repairing meters and in the field when locating underground utilities, performing meter testing duties, installing meters, and using the infrared camera. Work must be performed in an extremely efficient manner with a very minimal error rate. Employees in this class are required to use appropriate safety equipment and follow safety procedures in performing assignments. Electric Meter Technicians are subject to emergency call-out and are expected to work overtime as needed. Employees in this class report directly to the Electric Meter Foreman who reviews work through meetings, conferences, reports, and overall results achieved. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. At least six months of full-time experience in the installation, testing, and maintenance of electric meters and related metering equipment.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire or promotion date. Must reside within the City of Mesa Electric Utility call-out area (example: within an 18-mile radius of Main Street and Center Street intersection) within one year after hire date. Must have or be able to obtain by hire date, a valid First Aid card with CPR certification.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** None.

### **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with customers, coworkers, supervisors, and the general public (at times under unpleasant working conditions) in order to follow verbal and/or written directions and instructions and to establish and maintain effective working relationships.

**Manual/Physical:** Performs electrical and mechanical work in testing, installing, calibrating, and repairing electric watt-hour meters, protective relays, and other related electrical instruments. Installs and inspects new meters to ensure proper working order. Assists in the installation of commercial metering, including current transformer, potential transformers, and test blocks. Conducts electric tests for new and in-service meter accuracy. Inspects meters and instruments for proper wiring connections. Repairs or replaces instrument and meter parts. Completes meter set forms and blue stake report. Inspects service entrance equipment for correct applications, proper wiring, grounding, equipment configuration, and compliance with City of Mesa Electric Service Specification requirements. Uses an infrared camera in the field to inspect electric connections and equipment to identify any potential equipment failures. Uses locating equipment to locate underground utilities. Operates a light truck requiring a standard Arizona Driver's License to load and unload equipment and drive to work sites. May operate a pallet jack and/or forklift to perform similar manual tasks. Uses a personal computer (PC) to enter meter and infrared data and program electronic watt-hour meters. Meets scheduling and attendance requirements. Operates transformer tap changes to transfer power from one area to another of the distribution system.

**Mental:** Understands verbal and/or written instructions. Comprehends and makes inferences from written material. Evaluates test results in order to make necessary calibrations and adjustments. Reads operating reports and diagnoses possible causes of problems. Maintains accurate repair and maintenance records of work performed. Learns job-related material through on-the-job training and in classroom settings.

**Knowledge and Abilities:**

Knowledge of:

basic electrical theories and practices;  
basic electricity concepts and blueprints;  
electric watt-hour meters and electronic equipment used in testing meters for accuracy;  
standard electrical safety practices and procedures applicable to work around electrical equipment including high voltage circuits, service entrance requirements for electric utilities, and electric meters;  
must understand and be knowledgeable of all safety rules of the trade including APPA, OSHA 1910.269 and applicable Arizona Safety Rules;  
basic hand tools used to install meters and various electric equipment including infrared camera and underground locating equipment;  
Arizona Blue Stake Law; and  
the safe operating procedures of power equipment and vehicles used in overhead and underground electrical system.

Ability to:

perform a variety of tasks as part of a team including electrical and mechanical work in installing, testing, calibrating, and repairing electric watt-hour meters and other related electrical instruments;  
follow verbal and written directions and instructions;  
work at a high degree of accuracy;  
follow safety rules and be aware of the safety of others in the area;

use all equipment associated with the installation and removal of meters, locating underground utilities, and performing infrared inspections;  
use a personal computer in programming electronic meters and extracting data from meters;  
perform the physical requirements of the job; and  
establish and maintain effective working relationships with coworkers and management.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Pay Grade 9/14

MF/pa

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PAY GRADE: 47 (200)

EEO-Tech

NDOT SAFETY-Yes

Security-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-7539

JOB FCTN-TRA

SWORN-No

INCREMENT 200 Only