

## **ELECTRIC METER FOREMAN**

### **JOB DESCRIPTION**

**Classification Responsibilities:** An Electric Meter Foreman is a working supervisor who performs skilled and difficult electrical and mechanical work in the installation, testing, calibration, and repair of precision electrical watt-hour meters, instruments, protective relays, and other related equipment. This class also provides direct supervision and direction over the day-to-day activities of Electric Meter Technicians. The responsibilities for this class include: training new and existing staff members; prioritizing and assigning work; assisting with the daily operations; reviewing the work of staff through meetings, reports, conferences, and results achieved; and performing the more difficult metering installations and inspections. This class is also responsible for performing related duties as required.

**Distinguishing Features:** Some job duties of this class are performed in the meter shop, but field meter testing, installation, and inspections are performed in the field. An Electric Meter Foreman must thoroughly understand the full scope of electric meter and relay mechanical work and procedures in order to respond effectively to Electric Meter Technicians. Incumbents may also be exposed to hazards and possible injury as a result of working around energized lines. Employees in this class are required to use appropriate safety equipment and follow safety procedures in performing assignments. An Electric Meter Foreman may be called out for emergency situations and must be willing to work overtime as required. Work must be performed in an extremely efficient manner with a very minimal error rate. General supervision is received from the Electric Substation Supervisor who reviews work through meetings, conferences, and results achieved. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** High school diploma or GED. Successful completion of an apprenticeship program in the Meterman trade. Considerable (3 - 5 years) full-time work experience as a journey-level Meterman engaged in electrical instrument testing and repair. Some (6 months - 1 year) experience in a lead or supervisory capacity.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must reside within a twenty (20) mile radius of downtown Mesa (from Main Street and Center) within one (1) year of hire or promotion date.

**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:** Establishes and maintains effective working relationships with management and coworkers. Interfaces with Customer Service personnel. Prepares monthly report of inventory stock and recommendations for purchase. Prepares various test reports. Prepares requests for quotations on equipment and materials for the meter shop. Responds to customer high bill complaints and provides basic energy advisements. Trains Electric Meter Technicians and apprentices in proper and safe meter installations and practices.

**Manual/Physical:** Performs difficult and advanced 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. Conducts electric tests for new and in-service meter accuracy. Programs electronic meters. Performs meter tests of in-service meters. Audits commercial metering installations in the field to verify metering accuracy. Uses a power quality recording instrument for power quality complaints. Inspects meters and instruments in the field for proper wiring connections. Repairs or replaces instrument and meter parts. Inspects service entrance equipment for correct applications, proper wiring, grounding, equipment configuration, and compliance with City of Mesa Electric Service Specification. Operates a light truck requiring a standard Class D Arizona Driver's License to load and unload equipment and drive to work sites. May operate a pallet jack and/or forklift. Observes tests by other utilities (including electric service providers, meter service providers, meter reading service providers, etc.) on meter equipment affecting the City. May be required to fuse transformers, repair circuitry, patrol lines, and pull disconnects. Manages the Electric Meter Change-out Program including planning, ordering, changing meters, testing, tracking test results, and maintaining Customer Information System (CIS) database. Maintains inventory of electric watt-hour meters, current and potential transformers, recording charts, and miscellaneous equipment and repair parts. Approves shop drawings of service entrance sections. Uses a personal computer (PC) in programming electronic watt-hour meters. Meets scheduling and attendance requirements.

**Mental:** Trains Electric Meter Technicians in the proper work techniques and procedures in the electric meter shop. Trains employees performing infrared inspections and new meter installations. Evaluates test results in order to make the necessary calibrations and adjustments. Comprehends and makes inferences from written material. Reviews diagrams for service entrance equipment acceptance. Uses the CIS system to maintain accurate meter database records. Makes corrections in meter database to attain minimum of 95% accuracy of data. Ensures the safe operation and use of equipment, tools, etc. Learns job-related material through on-the-job training and in classroom settings.

### Knowledge and Abilities:

Knowledge of:

electric watt-hour meters and electronic equipment used in testing meters for accuracy;  
the protective relays and testing equipment used to check proper operation;  
basic electrical theories and practices;  
the National Electrical Code;  
the standard electrical safety practices and procedures applicable to work around high voltage circuits and equipment;

power quality testing and reporting;  
metering programming and troubleshooting; and  
service entrance requirements for electric utilities.

Ability to:

perform difficult electrical and mechanical work in installing, testing, calibrating, and repairing electric watt-hour meters, protective relays, and other related electrical instruments;  
ensure that employees are following prescribed safety precautions;  
ensure that work is performed in a cost-effective manner;  
follow oral and written directions and instructions;  
use a personal computer in programming electronic meters and extracting data from meters; and  
establish and maintain effective working relationships with management, coworkers, and other electric utilities in Arizona and out-of-state.

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 this job change.

Revised 4/25

KK/ah/eb

CS4891.DOCX

EEO-Tech

JOB FCTN-TEC

Non-DOT Safety and Security –N

CDL –N

RESP – N

PAY GRADE: 59

IND-7539

SWORN-No

Non-DOT Random – N

DOT N (*by assignment*)

INCREMENTS 181-200