

METER CREW SUPERVISOR - LIGHT AND POWER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES

To supervise, assign, participate in and review the work of an assigned crew responsible for the installation, maintenance, and repair of electric meters, metering systems, and substation equipment; to ensure work quality and adherence to established policies and procedures; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Electric Utility Superintendent.

Exercises functional and technical supervision over assigned maintenance staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Plan, assign, supervise, participate in and review the work of an assigned crew responsible for the installation, maintenance, and repair of electric meters, metering systems and substation equipment.
2. Establish schedules and methods for providing maintenance and repair services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Receive work orders and other maintenance requests; prioritize requests and order needed materials for completing maintenance functions; schedule work crews according to maintenance and repair needs.
6. Schedule daily work activities and provide job briefings on work to be accomplished; conduct regular inspections to ensure work is safely completed.
7. Oversee and participate in daily assignments including installing, maintaining, testing and repairing substation equipment including oil and vacuum breakers, reclosers, voltage regulators, relays and related components.
8. Install, test, calibrate and maintain substation protective electronic and electro-mechanical relays.
9. Oversee all electric meter testing procedures; maintain accuracy and proper certification of the City's Computerized Calibration system and Watthour Standard.
10. Design and install special metering circuits and equipment.

CITY OF FOREST GROVE

Meter Crew Supervisor – Light and Power (Continued)

11. Coordinate the installation, maintenance and calibration of the Supervisory Control and Data Acquisition (SCADA) system and related equipment with engineering staff.
12. Maintain, test and repair telecommunications cables and equipment, emergency power generators and UPS systems as required.
13. Monitor work sites and ensure adherence to safe work practices and procedures; respond to, and resolve, complex work related or equipment operating problems.
14. Inspect work in progress and upon completion; detect and correct inefficient utilization of workers and equipment; ensure that work conforms to specifications and is in accordance with City regulations, policies and operating procedures and practices.
15. Read and interpret electric and electronic schematics, drawings, diagrams and related documentation.
16. Utilize computerized system to maintain meter database; install, maintain and update computer hardware and software.
17. Participate in the selection of maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; participate in annual performance evaluation process.
18. Estimate time and materials needed for assigned work orders; requisition materials, parts and supplies in accordance with established procedures; complete all time, material, service and work order sheets.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints on power quality, high bills or other areas of concern.
20. As required, perform the duties of a line technician or crew supervisor in construction, maintenance and repair projects.
21. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an electric meter and relay system installation, maintenance and repair program.

Modern standards, methods and procedures involved in the maintenance, calibration and repair of metering and substation electronic and electric equipment.

Electric distribution design practices and concepts as they relate to transformer connections, multi-phase circuits, system protection, substations and metering.

Electric theories and concepts as they relate to relay and meter operations.

Operational characteristics of SCADA systems and components.

Operational characteristics of specialized computer applications in assigned areas.

Methods, techniques, tools and equipment utilized in troubleshooting electric distribution systems.

Methods and techniques of conducting on-site work inspections.

Occupational hazards and standard safety precautions.

Operational characteristics of a variety of maintenance and repair tools and equipment used in electric distribution systems.

Method and techniques of overhead and underground power line construction and maintenance.

CITY OF FOREST GROVE

Meter Crew Supervisor – Light and Power (*Continued*)

Principles of lead supervision, training and performance evaluation.

Mandated rules and regulations governing the construction, maintenance and repair of electric distribution systems.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Lead, oversee and perform a variety of duties in the installation, maintenance and repair of electric distribution systems.

Schedule, oversee and coordinate the work of lower level staff.

Lead, train, motivate and evaluate staff.

Prioritize maintenance and repair requests and work orders to schedule appropriate work crews.

Oversee all electric meter testing procedures.

Calibrate a variety of equipment and components.

Maintain accuracy and proper certification of the City's Computerized Calibration system and Watthour Standard.

Design and install special metering circuits and equipment.

Coordinate the installation, maintenance and calibration of SCADA systems.

Read, interpret and understand electric drawings and maps.

Identify energized and de-energized conductors.

Ensure adherence to established safety rules, regulations and guidelines.

Interpret and apply Federal, State and local policies, laws and regulations.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines

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

Education:

Equivalent to completion of the twelfth grade supplemented by successful completion of an approved apprentice meterman program.

Experience:

Three years experience as a journeyman meterman, in electric or electronic equipment maintenance including one year of supervisory responsibilities.

License or Certificate

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid journeyman lineman and meterman certificate.

Possession of an appropriate, valid general journeyman electrician's license.

CITY OF FOREST GROVE
Meter Crew Supervisor – Light and Power (*Continued*)

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Office and field environment; travel from site to site; may work underground or on overhead power lines, on slippery surfaces; exposure to high voltage power lines, radiant energy, construction equipment, inclement weather conditions, noise, dust, and gases.

Mobility: Incumbents require sufficient mobility to walk, stand or sit for prolonged periods of time; moderate or light lifting; to climb power poles and operate motorized equipment and vehicles.

Vision: Vision sufficient to distinguish colors, read small print, and operate assigned machinery and equipment.