

METER RELAY FOREMAN - 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 perform a variety of journeyman lineman duties in the operation and maintenance of overhead and underground electrical lines and cables; to act as working foreman for an assigned crew responsible for the installation, maintenance, and repair of electric meters, metering systems, and substation equipment; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Operations Superintendent.

Provides instruction to assigned maintenance crews.

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. Perform duties of a journeyman lineman in the operation and maintenance of overhead and underground electrical lines and cables.
2. Perform electrical work in the City of Forest Grove's buildings and facilities as allowed by electrician's license.
3. Identify and perform necessary maintenance, testing and installation of substation equipment, including but not limited to: air, oil and vacuum switches, reclosers, circuit breakers and voltage regulators.
4. Instruct other employees and contract employees in the operation of substation equipment and substation safety.
5. Install, test, calibrate and maintain substation protective relays, including electromechanical and electronic solid state. Work with electrical engineer in establishing and maintaining proper protective relay settings.
6. Install and maintain instrument transformers in substations and poly-phase meter installations.
7. Coordinate with the electrical engineer in the installation, maintenance, and calibration of the "Supervisory Control and Data Acquisition" (SCADA) System, and related equipment.
8. Maintain a database of electric meters that are in service. Maintain, install and update hardware and software necessary to program, test and calibrate the newest solid-state, poly-phase meters.
9. Design and install special metering circuits and equipment, including reactive, primary, time of use or others as required.
10. Establish and maintain an inventory of single and poly-phase meters, test switches, and instrument transformers including repair parts.

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

11. Operate, maintain and provide training to other employees in the use of underground circuit and fault locating devices.
12. Meet with customers to answer questions related to power quality, high bill complaints or other electrical concerns.
13. Instruct, participate in work of and provide feedback to an assigned crew.
14. Make recommendations for changes and improvements to existing standards and procedures.
15. Maintain, test and repair telecommunications cables and equipment, emergency power generators and UPS systems as required.
16. Read and interpret electric and electronic schematics, drawings, diagrams and related documentation.
17. As required, perform the duties of a line technician or crew supervisor in construction, maintenance and repair projects.
18. 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.
- Principles of lead supervision and training.
- 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, instruct and perform a variety of duties in the installation, maintenance and repair of electric distribution systems.
- 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.

CITY OF FOREST GROVE

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

Assist in the installation, maintenance and calibration of SCADA systems.
Read, interpret and understand electric drawings and maps.
Identify energized and de-energized conductors.
Understand and apply electric theory for advance relay and meter work and adhere to established safety rules, regulations and guidelines.
Interpret and apply Federal, State and local policies, laws and regulations.
Maintain, install, and update computer hardware and software pertinent to position.
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 leadwork responsibilities.

License or Certificate

Possession of an appropriate, valid driver's license.

Possession of valid commercial driver's license.

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

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

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.