

METERMAN

*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 technical duties in the maintenance, installation and repair of the electrical metering system and associated facilities; to install new electric services to residential and commercial customers; to install, test, repair and calibrate substation equipment; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level 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. Perform technical duties in the maintenance, installation and repair of the electrical metering system and associated facilities.
2. Test and calibrate all meters on the City's computerized meter calibration system.
3. Install, maintain and repair all types of electric meters and associated components including instrument transformers, test switches and related wiring.
4. Install, test, repair and calibrate sub-station equipment; assist in installing, testing and repairing electrical and mechanical equipment in City buildings and facilities; equipment includes motors, test instruments, street lights, relays, recording meters and related devices.
5. Assist in building, operating and maintaining City-owned portions of sub-stations.
6. Operate equipment necessary to locate and mark underground primary and secondary conductor runs and circuits.
7. Assist electric line crews in the repair and operation of the distribution system as needed.
8. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of an electric metering installation, maintenance and repair program.
- Modern standards, methods and procedures involved in the maintenance, installation and repair of electric metering systems.
- Electrical meter theory, practices and devices.
- Typical control systems and wiring utilized in electrical substation equipment.
- Methods and techniques of calibrating a variety of electrical and electronic equipment.
- Operational characteristics of diagnostic equipment tools and devices.

CITY OF FOREST GROVE
Meterman (Continued)

Occupational hazards and standard safety precautions.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Perform journey level electric meter system installation, maintenance and repair duties.
Perform heavy manual labor.
Test and calibrate electric meters.
Install, maintain and repair electric and electronic equipment.
Utilize a variety of tools and equipment in a safe manner.
Read, interpret and understand electric drawings and maps.
Identify energized and de-energized conductors.
Adhere to established safety rules, regulations and guidelines.
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 specialized training in electric metering installation, maintenance and repair.

Experience:

Three years of increasingly responsible experience in electric utility maintenance and repair.

License or Certificate

Possession of an appropriate, valid driver's license.
Possession of an appropriate, valid journeyman meterman certificate.

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

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

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