



Job Title:	Metering Technician I
Department:	Electric
Sub Department:	Metering
Supervisor:	Metering and Substation Supervisor
FLSA:	Non -Exempt
Union:	U.W.U.A. Local #482
Date:	05.15.2023

JOB SUMMARY

This is highly skilled and progressively complex work in installing, maintaining, repairing, testing, and calibrating digital solid-state single-phase, poly-phase, time-of-use, and other complex electrical meters, instrument transformers, communications equipment, and other related equipment.

Work includes assisting in substation inspections, maintenance of substation transformers, breakers, regulators, and all station instrumentation, installation and maintenance of substation system monitoring equipment and remote field SCADA equipment.

Work is performed under general supervision as well as by procedure.

Successful completion of a meter technician certification program is necessary before being promoted to Meter Technician II. As defined in the progression schedule.

ILLUSTRATIVE JOB DUTIES AND RESPONSIBILITIES

1. Field installation of single (1) phase metering and instrumentation and troubleshooting.
2. Perform metering shuts and restorations.
3. Interact with customers.
4. Complete paperwork and record-keeping associated with job functions in a professional and timely manner.
5. Assist in three (3) phase metering installation and troubleshooting for self-contained and transformer-rated metering.
6. Assist in high bill complaints.
7. Assists in verifying and troubleshooting meter applications utilizing portable computer equipment daily.
8. Assists installation of system monitoring equipment and related SCADA equipment.
9. Assists in substation switching operations.
10. Assists in performing calibration of meters and mathematical calculations related to meter programming and testing.
11. Assist in using and maintaining computer-based software systems for all installed meters.
12. Assist in analyzing, troubleshooting, tracing, and isolating causes of station equipment malfunction or improper operation and repair or replace defective parts of mechanisms.



13. Read and translate complex electronic metering data for billing.
14. Assists in performing substation inspections, maintenance, and repairs.
15. Assist in substation switching operations.
16. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Occupational hazards and standard safety precautions necessary to perform the work.
- Basic electrical theory, principles, electrical circuits, wiring systems, and wiring diagrams.
- Basic customer service principles.

Ability to:

- Successfully complete Meter Technician Certification Program or other approved training program.
- Establish and maintain effective working relationships with other employees and the public in a courteous manner.
- Communicate effectively, both orally and in writing and the ability to understand and accurately follow oral and written instructions to maintain and prepare accurate records and written reports.
- Demonstrate proficiency in the completion of mathematical calculations with speed and accuracy.
- Observe safety principles and work in a safe manner.
- Wear proper personal protective equipment when necessary.

MINIMUM JOB REQUIREMENTS

- Must possess a High School Diploma/G.E.D. or equivalent certificate, completed one year of vocational or technical school training in basic electricity and/or electronics. Associate degree in electrical or closely related field required plus a minimum of four (4) years progressive experience in an electrical utility field. (Preferred)
- A minimum of four (4) years of knowledge and experience with electrical circuits and wiring systems. (Preferred)
- Demonstrated experience in the use of computer programs including Microsoft applications, email, meter programming software, and related database programs.
- Possess and maintain a valid State of Michigan driver's license.

PHYSICAL/MENTAL/VISUAL DEMANDS

Environment: Exposure to out of doors in all kinds of weather conditions.

Physical: Mental acuity and manual dexterity for sustained periods of time. Light work: Lifting, Pulling/Pushing, Carrying, and Grasping 20-25 pounds frequently. Involves walking, standing, sitting, stooping, and crouching on a frequent basis. Kneeling, climbing, and squatting occasionally.

Vision: 20/20 corrected.



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5/22/2023

Director of Human Resources

The above statements are intended to describe the general nature of work performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.