

Metering System Supervisor

DEPT: Power
DIV: Operations
DATE: July 2016

FLSA: Non-Exempt
EEOC: Skilled Craft



POSITION SUMMARY

Performs a variety of **technical, first-line supervisory** duties related to coordinating and effecting electrical metering system instrument and equipment installation, maintenance and repair.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Planning/Engineering Manager.

SUPERVISION EXERCISED

Provides close to general supervision to Metering System Technician(s) and Meter Reader.

ESSENTIAL FUNCTIONS

Coordinates daily work schedules with department head; receives project priorities and deadlines; identifies project resources including materials, equipment, personnel; monitors work in progress to assure quality, safety and timely completion; maintains records; prepares and submits reports; makes recommendations as required.

Participates in system construction and maintenance planning processes; identifies issues and problems from field observations, makes recommendations; conducts general technical analysis of metering and instrumentation operations as needed to anticipate and prevent line problems; makes recommendations for specifications on new construction and circuit enhancements.

Monitors employee performance; makes recommendations related to job retention, discipline and advancement; assists in the **development** of in-house training programs; conducts training in various aspects of safety and power system construction and maintenance.

Directs field projects; leads project crews; participates in the construction, installation, maintenance and repair of electrical utility instrumentation and equipment.

Responds to public on various complaints related to electrical metering (high bills), service irregularities, television and radio interference, power consumption, application and enforcement of various rate schedules or difference classes of customers; advises and recommends solutions to problems.

Maintains inventory of instruments, meters, instrument transformers and related equipment, materials and supplies; plans and orders measuring instruments for department; personally oversees metering of large commercial accounts.

Formulates and enforces policy regarding installation of metering equipment on customer premises; works with public to solve customer related problems involving accessibility to city-owned metering equipment; enforces ordinances regarding same; monitors for and deals with theft of electric power on customer premises; oversees turn-ons and turn-offs of large commercial accounts.

Oversees programming of electronic meters using computer and other programming devices; works with multifunction meters to determine customer's power factor and enforce penalties; evaluate new meters and related equipment and makes decisions as to application within city's power system.

Installs primary and secondary voltage rated poly and single phase watt hour metering devices with current and potential transformers for commercial, industrial and residential use; installs power factor measurements both VAR and Q hour to indicate use efficiency.

Calculates multipliers and attaches same to meters as a basis for customer billing; reads and computes kilowatts and kilowatt hours from recording demand meters.

Performs a variety of maintenance testing, calibration and repair on electrical instruments including single and poly phase watt hour and demand meters, recording volt and amp meters, transformers, etc., used in electrical utility programs for testing equipment; tests and maintains equipment; determines cause of meter malfunction.

Conducts tests with recording volt and amp meters in response to customer complaints; performs field meter repairs; assists in locating and correcting causes of interference in transmission and distribution lines; responds to high billing complaints; advises customers on use efficiency or problem areas.

Tests personal protective equipment used in high voltage work, including rubber gloves, etc.

Performs complex electrical maintenance projects on city buildings and facilities; runs power lines, installs breakers, installs main power boxes; installs and maintains plugs and related connections.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus two (2) years of specialized training provided through vocational college or professionally sponsored certificate programs;

AND

B. Six (6) years of experience performing above and related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of operation of meters, gauges and instruments associated with electricity and electric power generation and distribution; general electrical engineering principles and practices; legal environment associated with power laws and formulas; algebra and trigonometry related to power formulas; modern methods, principles and practices of power transmission, distribution and metering equipment maintenance; EPA regulations and various environmental quality laws; equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principals involved in power utility operations; principles of fiscal management and employee supervision.

Skill in the use of various heavy equipment, hand and power tools crimpers, hot sticks, cutters, body belts, bucket truck, line truck, wire pullers, etc.

Ability to plan, coordinate, direct and supervise personnel; interpret laws, ordinances and regulations common to power utility operations; keep operating records and prepare reports; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must be a certified journeyman power Lineman (BAT, IBEW or IPSA)

Must possess a valid Utah Drivers Commercial Drivers License (CDL).

Must maintain annual continuing education requirements related to licenses and certifications.

4. Work Environment:

Incumbents of the position perform normally in an outdoor, physical environment. Tasks require variety of physical activities involving muscular strain, related to walking, standing, stooping, sitting, reaching and lifting. Essential functions require talking, hearing and seeing. Common and complex eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative

problem solving. Daily travel required in normal course of job performance. Regular exposure to changing weather conditions and hazards common to high voltage power system.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)