

**CLASS TITLE:** Equipment & Meter Technician

**CLASS FUNCTION:** Responsible for installing, testing, repairing, and communicating with single phase and three phase meters, reclosers, regulators, and other electronic equipment used in electric utilities delivery of power.

**REPORTING RELATIONSHIPS:**

- Reports to: Manager – Support Services

**EXAMPLES OF DUTIES:** (illustrative, not inclusive)

- Safely performs work associated to all types of metering equipment owned and maintained by the cooperative.
- Responsible for the repair, maintenance and approved modifications of all AMI communications, instrumentation and control systems of single phase and three phase meter equipment;
- Develops preventative maintenance schedules and coordinates replacement of meters and other equipment necessary for the reliable delivery of power;
- Conducts quality assurance programs as required to ensure that meters and related instruments properly record the power used by the membership;
- Responsible for testing all meter forms as necessary, and keeping an electronic test bench and related test equipment in proper operating order;
- Manages, maintains, installs, repairs and programs all AMI hardware, software and databases used by the cooperative;
- Completes instrument and control records related to tests, calibrations, modifications and repairs;
- Maintains a clean, orderly and hazard-free work area;
- Assist with installation and maintenance of systems necessary to operate metering, SCADA, reclosers, regulators and load management as directed;
- Assist with annual budget projections appropriate to power delivery and metering related items and analysis of the effectiveness / value of the system;
- Initiates purchase of inventory material and supplies needed to repair meters and related power delivery equipment;

- May consult with electric distribution companies, product manufacturers and industry research to keep up to date with new material, equipment, operating procedure and current technology of single-phase and three-phase equipment;
- Repairs are planned and completed in a manner which makes the best use of available time, considers cost implications and has the goal of safe, reliable service;
- Contributes to the department's and Cooperative performance by completing related duties as assigned.

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

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of single and three phase meters and other electronic equipment;
- Thorough knowledge of Personal Protective Equipment and its required use;
- Knowledge of computers and ability to use computer programs associated with single-phase and three-phase meters, communications programs and other proprietary electronic equipment programs;
- Working knowledge of current transformers and potential transformers;
- Ability and skill to troubleshoot and repair electronic equipment as needed;
- Knowledge of methods, practices, techniques and equipment related to power line carrier, fiber optic, wired and wireless communication maintenance and repair related to utility equipment;
- Ability to read and understand schematics for metering and device control installations, including electrical instrumentation and equipment;
- Knowledge of installation, maintenance, and repair of load management and supervisory control and data acquisition (SCADA) equipment;
- Knowledge of methods, practices, and techniques related to computers and electronic tools;
- Experience with personal computers and Microsoft Office products;

- Ability and skill to determine when to repair versus the replacement of items;
- Ability to initiate and complete work in a timely and safe manner with limited supervision;
- Ability to maintain effective working relationships with a variety of individuals;
- Possess demonstrated organizational skills and ability to set and follow priorities;
- Ability to attend off-site training and conferences as necessary to remain current with advancing technologies.

**EXTERNAL RELATIONSHIPS:**

- Members – Consumers
- General Public
- Suppliers and Vendor Representatives
- Contractors
- Federal, County and State personnel
- Consultants

**MINIMUM QUALIFICATIONS:**

Associate degree in electronics or electrical engineering and/or any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

Valid Wisconsin Driver's License.

**DESIRABLE QUALIFICATIONS:**

Completion of an Electric Meter Technician apprenticeship program.

**PHYSICAL QUALIFICATIONS:**

Works in a climate controlled setting with minimal physical exertion approximately 35% of time, in the field the remaining balance of time. Bends, twist, pulls, pushes, climbs and kneels while repairing equipment. May stand for long periods of time while performing testing procedures. Frequently lifts items weighing up to 50 pounds. Works frequently with voltages up to 600 volts and electric current which could produce electrical shocks and burns. Interacts with employees and vendors via verbal, electronic and written communication.