



October 19, 2021

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**METER DEPLOYMENT SUPERINTENDENT**

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<b>DEPARTMENT:</b>	AMI Deployment	<b>GRADE:</b>	2059
		<b>JOB CODE:</b>	20000952
<b>POSITION STATUS:</b>	Exempt Non Union	<b>SUPERVISES:</b>	CU Technicians CU Technicians Lead
		<b>REPORTS TO:</b>	Sr Mgr, Substation, Metering and Telecom Services

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**JOB DEFINITION:**

Manages the organization and operation of the Connect Up Metering Deployment Department for the installation of the District's AMI electric meters.

**DISTINGUISHING CHARACTERISTICS:**

N/A

**ESSENTIAL JOB FUNCTIONS:**

Manages the District's Connect Up Metering Deployment Department including staff. Establishes work priorities, staff assignments, administrative procedures, and standards of operation. Cooperates with other District departments to maintain coordinated work efforts. Ensures equitable distribution of workload among staff and provides for appropriate training. Manages resources to maximize overall department productivity and high quality support to internal and external customers.

Monitors and evaluates the efficiency of tools, equipment, and materials. Develops replacement purchase recommendations.

Implements corrective actions resulting from equipment failures and malfunctions. Locates, negotiates, and expedites the delivery of replacement equipment, components, and instruments.

Provides appropriate training and development of staff. Administers coaching, counseling and progressive discipline, as described in the District's Directives. Supervises and maintains the performance review process and records as appropriate.

Assists the Connect Up Meter Deployment Project Manager in the establishment of the department and procedures and backs them up in their absence.

**SPECIALIZED FUNCTIONS:**

N/A

OTHER JOB FUNCTIONS:

Investigates industrial, vehicular and other accidents. Recommends and initiates corrective actions.

Analyzes procedures and implements modifications to improve efficiency.  
Participates in safety meetings.

Ensures compliance with applicable District Directives and Standards and Federal, State, and Local safety and electrical codes and regulations.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Leadership and change theories and practices and supervision.
- Electric utility operations.
- Collective Bargaining Agreement.
- Computer concepts and applications.
- Project Management techniques.
- Financial concepts and budgeting.
- Electrical measurement equipment application and assembly.
- Metering equipment construction and installation.
- Safety rules and regulations.

Ability to:

- Communicate and work effectively with all levels of the organization, the public, and government agencies.
- Organize and direct complex projects.
- Supervise and provide positive direction to staff.
- Handle confidential information
- Analyze, apply principles, and develop effective solutions.
- Use independent and discretionary judgment.

Experience/Education:

- Five (5) years utility experience, one (1) of which is in a lead or supervisory capacity.

License or Certification:

- CPR and First Aid Card
- Valid Washington State Driver License

PREFERRED QUALIFICATIONS:

Associates Degree in Engineering or Construction Science  
Journeyman (electrical) certification

WORKING CONDITIONS:

- Duties are performed in an office environment and field locations.
- Field locations could expose the incumbent to hazardous situations (chemicals, energized equipment, uneven terrain and incremental weather).
- Field site visits, travel to various District buildings, and substation sites are required
- Incumbent performs repetitive movements from use of a computer and mouse.
- This position must be available, or arrange coverage, during off hours for emergency situations.
- Position is on-call 24 hours a day, seven days a week.
- During major emergencies incumbent may be required to work 7 days a week and 24 hours a day up to 40 continuous hours.
- Ability to lift up to fifty pounds.