



## UNION JOB DESCRIPTION

**TITLE:** Meter Foreman

### DEFINITION:

Under the direction of the Metering Superintendent or his designee, works with and oversees the electrical metering activities of the Meter Shop employees.

### DISTINGUISHING CHARACTERISTICS:

This is a bid classification subject to CBA articles 6.2.5 and 6.2.7 where the District will select the successful candidate based on ability and personal qualifications.

### BASIC RESPONSIBILITIES:

1. Assists the Metering Superintendent or designee in coordinating and delegating Meter Shop work activities. Serves as a Working Foreman with the ability to perform all duties of the Meter Shop.
2. Assists the Metering Superintendent or designee in coordinating Meter Shop training including, but not limited to, calibration, testing, maintenance and installation of all metering and related equipment.
3. Assists the Metering Superintendent or designee in maintaining a program for testing safety equipment. Investigate job related safety hazards. Works with the Metering Superintendent or designee to correct unsafe conditions.
4. Assists the Metering Superintendent or designee in investigating special projects for workability, safety, and equipment needs.
5. Assists the Metering Superintendent or designee in maintaining department records, maintaining adequate inventory, and making recommendations for equipment and personnel.
6. Maintains traceability of all District Standards to insure accurate calibration of all meters and equipment.
7. Assists the Metering Superintendent or designee in scheduling meter testing duties. Work with Meter Shop personnel on metering problems; develop solutions to possible difficulties.
8. Responds to electric metering questions and perform the duties of Special and Journeyman Metermen.
9. Ensures a safe and neat working area.

### OTHER RESPONSIBILITIES:

1. Performs other related duties as assigned.
2. Performs duties of lower level Meter classifications as necessary.

### MINIMUM QUALIFICATIONS:

These qualifications are those usually exhibited by a person with:

Knowledge of:

- District safety and WAC Electrical Workers Rules.
- First Aid and CPR methods.

MINIMUM QUALIFICATIONS: (continued)

Knowledge of: (continued)

- Electrical service requirements for metering.
- Complex metering installations.
- Training techniques.
- Customer Service techniques.
- Supervisory techniques.

Ability to:

- Coordinate and direct work of others.
- Analyze and resolve problems.
- Communicate and work effectively with all levels of the organization, other utilities and customers.
- Communicate effectively both orally and in writing.
- Physically perform duties of the job.

Education/Experience:

- Five (5) years experience as a Journeyman Meterman.
- High School diploma or equivalent.

License , Certification and/or Testing:

- Successful completion of an interview process.
- Possess a valid Washington state driver's license.
- Possess a valid First Aid certificate.
- Possess a valid CPR certificate.

WORKING CONDITIONS:

- Work is generally performed in the Meter Shop and in the field and in all types of weather conditions.
- Exposed to hot electrical wires and equipment.
- Lift and carry up to 50 lbs.
- Requires climbing ladders.