



# Metering Superintendent

<b>Job Code</b>	20000025	<b>Job Family</b>	Manager/1st Level leader	<b>Leader</b>	
<b>Department</b>	Metering	<b>Reports to</b>	Sr Mgr Subst Mtrg & Telcom Svc	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Exempt	<b>Pay Grade</b>	2059		
<b>Last Updated</b>	8/29/2022				

## Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

## Job Summary

Manages the organization and operation of the Metering Services Department for the installation, testing and maintenance of the District's electric revenue meters. Manages activities related to the District's AMI program, current diversion investigation program, power quality monitoring, high and low bill investigation, testing of high voltage safety equipment and collection of load profile data. Build morale, manage, organize, plan, schedule work, personal and other resources to ensure a safe, efficient, cost-effective operation that facilitate alignment with District goals and objectives.

## Accountabilities

### Accountability #1

Create a culture of caring, mutual respect and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by providing employees opportunities to develop, supporting employees through change, hiring the right person for the right job, recognizing employee performance and achievements, being open to receiving feedback from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

### Accountability #2

Delivers exceptional value to our customers through powerful cross group partnership and collaboration by communicating proactively with other District departments to ensure coordinated work efforts. Actively facilitates communications and activities between internal departments/divisions, various levels of the organization, outside agencies and customers, or similar responsibilities.

### Accountability #3

Increase transparency and the trust of our customers and stakeholders in our financial management and stewardship by improving reliability through the testing, repair, and calibration of metering equipment and instruments, and similar responsibilities.

### Accountability #4

Deliver excellent customer experiences that reflect friendly, positive interactions by overseeing District Power Quality Program. Determines power quality problems, and recommends and/or initiates corrective actions. Monitors repair effectiveness. Supervises the collection and processing of load profile metering data, and similar responsibilities.

### Accountability #5

Deliver excellent customer experiences that reflect friendly, positive interactions by recovering costs

fully and fairly by use of Directs District Current Diversion Program. Determines cause and estimates revenue loss. Cooperates with law enforcement agencies to provide information for issue of warrants of suspected illegal power use. Represents the District interest at court proceedings as directed, or similar responsibilities.

**Accountability #6**

Achieve the highest level of employee and community trust in how the District manages safety and compliance by providing employees safe work tools by ensuring tools are tested in the high voltage equipment test and safety laboratory and maintaining the test high voltage test equipment Ensures staff understands and complies with District Directives, safety rules and other related policies and procedures and similar responsibilities.

**Accountability #7**

Deliver exceptional value to our customers through continual improvement and innovation by assisting in the development and implementation of directives, guidelines and standard procedures for the efficient planning, design, installation, operation and maintenance of the Districts metering systems, and similar responsibilities.

**Accountability #8**

Achieve the highest level of employee and community trust in how the District manages compliance by ensuring adherence to District Directives and Standards and Federal, State, and Local laws and regulations, and similar responsibilities.

**Accountability #9**

**Accountability #10**

**Minimum Qualifications Note**

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at [HRRecruiting@snopud.com](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

## Qualifications – Education and Experience

### **Minimum Required Education and Experience:**

Bachelor's Degree in Engineering, Business, or related field, AND  
Two (2) years of electric revenue metering experience;

OR

Six (6) years of electric revenue metering experience.

### **Preferred Education and Experience:**

## Qualifications – License(s) and/or Certification(s)

### **Minimum Required License(s) and/or Certification(s):**

The manager is required to preform crew visits, site inspections and business travel.

### **Preferred License(s) and/or Certification(s):**

## Qualifications – Skills and Abilities

### **Minimum Required Skills and Abilities:**

Supervision of electric meter technicians and other field personnel

Managing meter shop and all electrical measurement activities including traceability of test standards.

Compile and prepare daily weekly and monthly department productivity reports for metershop personnel.

Requisition all electric metering equipment including meters and instrument transformers in coordination with the metering department.

Develop and manage meter test programs to meet regulatory requirements and corporate reliability standards

Prepare, monitor and manage departmental budget in coordination with the metering budget.

Support AMI to ensure the system is maintained in a timely manner and to insure meter data and billing requirements are met.

Manage meter apprenticeship program and associated training for meter and AMI.

Insure metering installations are safely installed in accordance with National Electric Code, National Electrical Safety Code and Utility standard.

Understanding of PUD electrical distribution system that include Meter Equipment/Operations.

***Preferred Skills and Abilities:***

**Competencies**

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Manager level.

- Adaptability
- Aligning Performance for Success
- Building Customer Relationships
- Building Talent
- Coaching
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Creating a Culture of Trust
- Creating an Inclusive Environment
- Customer Focus
- Delegation and Empowerment
- Driving for Results
- Driving Innovation
- Emotional Intelligence Essentials
- Empowering Decision Making
- Execution
- Guiding Team Success
- Initiating Action
- Inspiring Others
- Leveraging Feedback
- Positive Approach
- Professional Knowledge and Aptitude

Selecting Talent  
 Stress Tolerance  
 Technology Savvy

## Physical Demands

### Physical Demands List

### Frequency

Sit	Frequent (34-66%)
Walk	Frequent (34-66%)
Stand	Seldom (1-10%)
Drive	Occasional (11-33%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Never
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Frequent (34-66%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Never
Fine finger manipulation	Frequent (34-66%)
Operate foot controls	Occasional (11-33%)
Lift (note weight in open text box below)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Occasional (11-33%)
Use distance vision	Occasional (11-33%)
Use color vision	Seldom (1-10%)
Use peripheral depth perception	Seldom (1-10%)
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

**Additional Physical Demands not listed above and associated frequency below.**

## **Mental Demands**

<b>Communication</b>	<b>Frequency</b>
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Frequent (34-66%)
Work alone	Frequent (34-66%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Occasional (11-33%)
Speak with clarity with others	Frequent (34-66%)
<b>Comprehension</b>	<b>Frequency</b>
Read and carry out simple instructions	Occasional (11-33%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)
<b>Reasoning</b>	<b>Frequency</b>
Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Frequent (34-66%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Frequent (34-66%)
<b>Resilience</b>	<b>Frequency</b>
Work under pressure	Frequent (34-66%)
Work for long periods of time	Seldom (1-10%)
Work on several tasks at the same time	Frequent (34-66%)

**Additional Mental Demands not listed above and associated frequency below.**

## Work Environment

### Environmental Conditions List

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

**Additional Environmental Conditions in this job not listed above and the associated frequency below.**

### Risk Conditions List

Risk Conditions List	Frequency
Exposure to Heights	Seldom (1-10%)
Exposure to Electricity	Occasional (11-33%)
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Seldom (1-10%)
Noise Intensity	Seldom (1-10%)
Exposure to animals	Never
Working with angry customers	Occasional (11-33%)

**Additional Risk Conditions present in this job not listed above and the associated frequency below.**

## On-Call Status and Frequency

**On-Call is required.**

- Yes  
 No

**On-call activities and frequency.**

On call for storm duties. On call for overtime callouts Occasionally - 1x quarter or 4-6 times a year



## Work Location

**The primary assignment for this position is:**

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.