



UNION JOB DESCRIPTION

TITLE: Special Meterman II

DEFINITION:

Under the direction of the Metering Superintendent or designee ensures Metering data collection systems are configured and programmed to engineering and billing requirements. Analyzes, assists in the design, tests, implements, and distributes applications and new tools to maximize utilization/functionality of Metering data collection systems. Provides technical support to Metering department employees. Ensures the accuracy, reliability and integrity of complex electrical metering systems and equipment needed to maintain, test and calibrate these systems.

DISTINGUISHING CHARACTERISTICS:

The Special Meterman II classification is distinguished from the Special Meterman classification; this classification requires advanced computer systems/software technical experience and knowledge. This classification is the most capable position within the Meter unit for performing analysis, troubleshooting, and programming of various Meter Department systems. 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. Identifies, troubleshoots and resolves problems with meter data collection system(s).
2. Serves as technical expert on current needs for meter data collection system(s); including assisting in review and evaluation of various computer hardware/software issues related to the Meter Department's system needs.
3. Maintains current knowledge on meter hardware and software equipment, meter programming software, meter communication hardware and software, and the District's meter data collection system(s). Researches and defines system scope and objectives; identifies solutions for issues requiring system modification. Assists in development of business case justifications for enhancements.
4. Identifies, analyzes, troubleshoots and resolves complex database problems with meter data collection system(s). Recommends changes to related systems as appropriate.
5. Administers user and group access to meter data collection system(s).
6. Under direction of Metering Superintendent builds, maintains and administers metering programming software for Meter Department desktop and laptop computers.
7. Trains Meter department employees on various vendor metering software programs.
8. Installs, maintains, tests and calibrates substation and interconnection energy metering and related equipment.
9. Maintains, repairs, tests and calibrates Meter Shop test and calibration equipment, including but not limited to laboratory standards, field standards, phantom loads, laboratory meter test tables, CT and PT test tables.
10. Maintains accurate test, maintenance and calibration records.
11. Ensures a safe and neat working area.
12. Directs the work of Meter Department employees when so assigned.

BASIC RESPONSIBILITIES: (continued)

13. During the Department Manager's absence performs limited supervisory functions within a predefined scope as delegated by the Department Manager. Examples include such items as: granting of time off within predefined guidelines, allowing the working of overtime within predefined guidelines, comparing manager prepared employee timecards with employee entered timecards. If a decision needs to be made beyond the predefined guidelines, the Special Meterman II will go to the next level of management for final decision.

OTHER RESPONSIBILITIES:

1. Performs other duties as assigned.
2. Performs the duties of a Special Meterman and Journeyman Meterman.

MINIMUM QUALIFICATIONS:

These qualifications are those usually exhibited by a person with;

Knowledge of:

- Leadership techniques.
- Advanced knowledge of computer systems, meter programming software, and testing of complex advanced metering.
- Customization features of the Metering systems utilized by the District.
- District computer operating systems at an intermediate level, word processing at a basic level, spreadsheet at an intermediate level, and meter data collection systems utilized by the District.
- Communication technologies used in advanced metering.
- Analytical and problem solving techniques.
- District and WAC Electrical Workers safety rules.
- First aid and CPR methods.
- Electrical service requirements for metering.
- Complex metering installations.
- Computer-based metering and data translation systems.
- Electrical distribution systems.
- Customer Service techniques.
- Training and teaching techniques.

Ability to:

- Analyze and resolve problems.
- Coordinate a variety of workload demands simultaneously, initiate tasks and work without close supervision.
- Identify, analyze and resolve difficult system problems; troubleshoot operational problems.
- Consistently complete work in an accurate and timely manner.
- Customize the Meter Data collection systems used by the District to meet District requirements.
- Demonstrate use of computers and associated applications.
- Perform programming of new meter systems.
- Physically perform the duties of the job.
- Train others.
- Lead and provide positive direction to staff.
- Keep abreast of changing meter data collections systems, standards, and practices utilized by the District.
- Communicate and work effectively with all levels of the organization, other utilities and customers.
- Communicate effectively both orally and in writing including producing legible, complete, and accurate documentation.

MINIMUM QUALIFICATIONS: (continued)

Education/Experience:

- High School diploma or equivalent.
- Four (4) years' experience as a Journeyman Meterman.
- Successful completion of an Excel test.
- Successful completion of an MS Windows test.
- Successful completion of a Math test.
- Successful completion of an Electrical test.

License, Certification and/or Testing:

- * Successful completion of 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 in all types of weather conditions.
- Exposed to energized electrical wires and equipment.
- Lift and carry up to 50 lbs.
- Requires climbing ladders.