

## **POSITION DESCRIPTION**

**A. Position: Meter Technician**

**B. Position Function:**

1. Under the direction of the Meter Supervisor, the Meter Technician is responsible for providing reliable testing, calibration, and maintenance of all types of meters and metering equipment. These tasks are performed within the scope of his/her training and certification in a safe and efficient manner within accepted operation standards, approved policies, and procedures.

**C. Reporting Relationships:**

1. Reports to: Meter Supervisor

**D. Duties and Responsibilities:**

1. Tests, adjusts, services, maintains, and calibrates all meters, instruments, transformers, and metering equipment by ANSI and CVEC standards using computer driven calibration equipment including annual calibration of standards and test boards.
2. Ensures all meters are properly sealed after testing.
3. Edits meter programming software as instructed.
4. Installs wiring for CT and PT metering in accordance with best practices.
5. Sets single-phase and three-phase metering.
6. Keeps accurate records of metering audits per PRC requirements.
7. Accurately wires sockets for single-phase and three phase cooperative mounted meters.
8. Effectively repairs instrument rated damaged meter bases.
9. Performs meter change outs according to cooperative procedures.
10. Assembles, installs, and maintains primary metering equipment.
11. Performs field testing of metering installations.
12. Operates and maintains all tools and equipment in accordance with instructions and designated purpose.
13. Assists with power theft cases as needed.
14. Assists with the administration and maintenance of the AMI system.
15. Possesses general and specific knowledge of the equipment as assigned and operates equipment to safely work on hot electrical environments.
16. Observes power lines and equipment. Promptly reports any problems.
17. Responds to and/or reports customer problems within the scope of his/her training to appropriate personnel.
18. Assists servicemen and other employees as required or requested.
19. **The list of responsibilities is not intended to be all inclusive and may**

**be expanded to include other duties that Management or Staff deems necessary.**

**E. Other Information:**

1. The Meter Technician is responsible for insuring the continuous performance and reliability of the Cooperative's meters and related equipment. Within the parameters dictated by managers, Cooperative policy and applicable RUS, OSHA, and other regulatory requirements, this position has limited latitude to identify and solve problems and make decisions necessary to manage the operation of the meters and related equipment dependent on training, experience, and certification.
2. Although the Meter Technician may delegate portions of his/her responsibilities, no portion of accountability for results may be delegated or relinquished. The Meter Technician may retain functional authority over specific projects or areas as specified in this position description or otherwise delegated by the Line Superintendent or Meter Supervisor.

**F. External Relationships:**

1. Members- Provides helpful, courteous assistance and service.
2. General Public- Presents a friendly, courteous image of the Cooperative.
3. Power Companies and Other Cooperatives - Exchanges information that would be mutually beneficial and helpful in maintaining good working relationships.
4. Legal and Regulatory Agencies - Maintains professional relationships with agencies and organizations involved in safety and other applicable regulations.

**G. Internal Relationships:**

1. Works extensively with IT, OMS, Billing, Operations and Distribution Engineering Departments as needed and/or directed.
2. Other co-workers: Maintain harmonious, courteous, and understanding relationships while fostering a collaborative teamwork environment.

**H. Position Requirements:**

1. Skills and knowledge normally acquired through a high school diploma or the equivalent plus vocational/technical school diploma or equivalent education, certification or on-the-job training in electronics is preferable.
2. Ability to learn the effective application, installation, testing and calibration of all types of watt-hour meters and instrument transformers. Technical expertise in data analytics is preferred.
3. Strong mechanical aptitude is necessary.

4. Must possess a high attention to detail.
5. Must be self-motivated and able to work with little supervision.
6. Must possess a willingness to learn to operate new equipment and implement new procedures.
7. Working knowledge of all types of electrical meters and electrical recording devices is preferable.
8. Knowledge of all local, state, and national codes and regulations regarding instrument metering.
9. Must be computer literate and able to learn and operate various programs as needed.
10. Must be adaptable to changing conditions and equipment.
11. Must be able to effectively read and follow operations and safety manuals.
12. Must be able to follow directions and work with other cooperative employees as assigned.
13. Must have knowledge and understanding of Cooperative Policies.
14. Must be able to attend work on a regular and predictable basis. Work is regularly scheduled Monday through Friday and must be available to respond after normal working hours and on weekends.
15. Must possess good judgment skills as the work may be varied with problems that are difficult and methods and procedures that are defined.
16. Must be a team player.
17. Must possess a high level of integrity.
18. Must be honest and trustworthy.
19. Must be courteous and friendly and able to work well within diverse groups of people.
20. Must be able to gain and maintain the respect of others, both inside and outside the Cooperative.
21. Must be able to travel throughout the service area. Other travel outside the service area may be assigned.
22. Must possess a valid New Mexico driver's license. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.
23. Must be able to complete the Merchant's Metering Program at CVE.

#### I. Physical Demands:

1. Good physical condition and dexterity is required. This includes walking and standing for extended periods of time, frequently lifting, installing and removing meters, CT cabinets, meter bases and other equipment; occasionally working from a ladder and bucket truck, frequently operating computer keyboard and meter testing equipment. Frequently lifts 50 to 100 pounds.
2. Must be able to communicate clearly and accurately and possess good hearing as needed for work and safety compliance in a hot line environment.
3. Must possess visual color perception in order to differentiate wire and part

- colors as well as interpreting color coded wiring schematics.
- 4. Must be able to work safely due to exposure to the hazards of electric shocks, burns and falls.
  - 5. Work is performed primarily indoors with occasional outside work activities. Must be willing and able to work inside an electronics workshop environment for extended periods of time.
  - 6. Must be willing to submit to random alcohol and drug testing per company policy.

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Employee

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Date

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Meter Supervisor

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Date