



# *Hyrum*

## *Job Description*

<b>Title:</b> Journey Meterman	<b>Code:</b> 525
<b>Division:</b> Operations	<b>Effective Date:</b> 01/2024
<b>Department:</b> Power	<b>Last Revised:</b>

### GENERAL PURPOSE

Performs **journey level technical duties** assisting in the installation, programing, testing, and repair of metering apparatus and other systems associated with the city's electric metering system. Performs customer service and education regarding city power operations, programs, billing system, policies, and procedures. Sets blue stakes to guide contractors and customers in digging operations.

### SUPERVISION RECEIVED

Works under the general supervision of the Power Director.

### SUPERVISION EXERCISED

Provides close supervision to Apprentice Metermen while in training or on a project-by-project basis.

### ESSENTIAL FUNCTIONS

**Metering Functions:** Installs or activates meters for new customer services; monitors meter operations to assure proper calibration and recording of electrical consumption; disconnects meter upon service termination or for failure to pay; analyzes meter problems and makes service technical repairs as needed; calculates multipliers as a basis for customer billing.

Assists to maintain inventory of instruments, meters, instrument transformers and related equipment, **materials**, and supplies.

Installs primary and secondary voltage rated poly and single-phase watt hour metering devices with current and potential transformers for commercial, industrial, and residential use; installs power factor measurements both VAR and Q hour to indicate use efficiency.

Calculates multipliers and attaches same to meters as a basis for customer billing; reads and computes kilowatts and kilowatt hours from recording demand meters.

Performs a variety of maintenance testing, calibration and repair on electrical instruments including single and poly phase watt hour and demand meters, recording volt and amp meters, transformers, etc., used in electrical utility programs for testing equipment; tests and maintains equipment; determines cause of meter malfunction.

Tests personal protective equipment used in high voltage work, including rubber gloves, etc.

Performs complex electrical maintenance projects on city buildings and facilities; runs power lines, installs breakers, installs main power boxes; installs and maintains plugs and related connections.

**Customer Service:** Responds to public on various requests related to electrical metering (high bills), service irregularities, television and radio interference, power consumption, application and enforcement of various rate schedules or difference between classes of customers, i.e., residential, industrial, commercial, etc.

Conducts problem analysis; makes assessments of causes of high consumption; tests appliances and electrical devices to determine possible source of high consumption; advises and recommends solutions to problems; calculates lighting loads and estimates cost of energy.

Conducts tests with recording volt and amp meters in response to customer requests; assists in locating and correcting causes of interference in transmission and distribution lines.

Calculates multipliers out for meters as a basis for customer billing; reads and computes kilowatts and kilowatt hours from recording demand meters.

**Underground Line Location.** Maybe called upon to assist in requests from Blue Stakes Location Center to locate and mark underground power lines; may meet customers under special circumstances to perform line locates; may monitor digging operations to determine compliance and safety practices.

Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Graduation from high school; plus, four (4) years of specialized training provided leading to completion of an approved meterman apprenticeship program and Certification as a Journey Meterman;

2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge of practices and procedures essential to maintain a work environment safe for worker and the public;** principles of effective customer relations; mathematical formulas used in the calculation of power usage and related costs; general electrical engineering principles and practices; legal environment associated with power utility projects, construction and maintenance; modern methods, principles and practices of power transmission and distribution; operation of meters, gauges and instruments associated with electricity and electric power generation and distribution; metering equipment maintenance; equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principals involved in power utility operations.

**Skill** in the art of creative problem solving and interpersonal conflict management.

**Ability to** keep operating records and prepare reports; estimate price rates and develop hypothetical situations to anticipate needs and services related to the consumer; establish and maintain effective working relationships with employees, other agencies, and the public.

3. Special Qualifications:

Must be a certified journeyman power meterman.

Must possess a valid Utah Class B Commercial Driver's License (CDL).

Must maintain annual continuing education requirements related to licenses and certifications.

Must be CPR certified. Must be or become "Pole Top Rescue" certified. Must be or become "Bucket Truck Rescue" certified.

Must be or become certified in Forklift, Flagging.

Must be willing to work rotational on-call schedule requiring after hours response to outage calls.

Must reside within the distance or response time set in Hyrum City's Personnel Policies and Procedure's Manual-

Must become **IS-100, IS-200, & IS-700 certified with one year of hire.**

4. Work Environment:

Incumbents of the position perform normally in an outdoor, physical environment. Tasks require variety of physical activities involving muscular strain, related to walking, standing, stooping, sitting, reaching, and lifting. Exposure to adverse weather conditions, hazardous materials, chemicals and fumes, and prolonged high noise levels. Often works in and around vehicular traffic. May at times include exposure to high stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances. Common and complex eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, complex thinking, and creative problem solving. Daily travel required in normal course of job performance. Regular exposure to changing weather conditions and hazards common underground and highwire high voltage power system.

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**Disclaimer:** In compliance with the ADA, reasonable accommodation will be considered, upon request, on a case-by-case basis during both the pre-employment process and to accommodate post-employment changes in employee physical abilities. Accommodation decisions will be influenced by the need to prevent "undue hardship" to the city. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)