

Meter Technician

Job Title: Meter Technician

Department: Operations

Reports To: Saratoga Area Foreman

Supervises: None

FLSA Status: Non-Exempt / Union

Date Issued: January 20, 2000, General Manager

Date Amended:

General Duties

1. Assist in providing member-owners with adequate and dependable electric service at the lowest possible cost consistent with good service, efficiency, and sound business practices.
2. Promote increased understanding and acceptance of the cooperative ownership philosophy by the member-owners, employees, and public.
3. Communicate and coordinate the activities of this department with other departments with emphasis on teamwork and maintain the established goals and positive image of the Cooperative.
4. Keep immediate supervisor and management adequately informed of the end results of the activities of this position.
5. Practice and uphold all policies and rules and regulations of the Cooperative as adopted by the Board of Directors.
6. Practice and know safe work habits and abide by the safety rules of the Cooperative. Unsafe acts shall be reported, and work stopped in the area until corrective steps are taken.
7. Provide courteous, prompt, and accurate service that will create goodwill and enhance the image of the Cooperative with the member-owners and general public in all daily contacts.
8. Maintain a clean, well-organized work area.
9. Take care to observe and present a neat, pleasant appearance. Dress to suit the position; however, each employee should dress as neatly as possible.
10. All employees will have a telephone in their possession for contact during emergencies and standby duty.

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11. All outside employees will obtain and hold a current Commercial Driver's License during employment. This requirement may be waived during the introductory period.

Specific Duties

1. Maintain Cooperative metering equipment.
 - a. Test and calibrate all meters, and post pertinent test data to records.
 - b. Check and maintain large power metering on an annual basis.
 - c. Maintain meter records.
 - d. Make up instrument meter loops, including conduit, meter base, and wiring as described on staking sheets. Assign appropriate company numbers to meter base.
 - e. Check and maintain all instrument transformer metering installations.
 - f. Collaborate with IT and Office Services to maintain AMR system.
2. Maintain Cooperative special equipment.
 - a. Install programming and settings, as provided by the Director of Engineering, on electronic controls.
 - b. Test operation of special equipment and controls and maintains documentation.
 - c. Keep all software, firmware, and programs up to date.
 - d. Install special equipment in substations and on the system.
 - e. Work with IT and Engineering departments to install and maintain the SCADA system.
 - f. Draw oil samples from special equipment as needed.
 - g. Repair, clean, and test transformers, reclosers, regulators, and any other equipment as needed.
 - h. Assign company numbers to, and number, all transformers, regulators, and reclosers.
 - i. Maintain all portable and stationary test equipment to ensure accuracy and

dependable working order.

3. Maintain polychlorinated biphenyl (PCB) program to include required testing and record keeping.
4. Attempt to repair and maintain all company electrical tools and equipment.
5. Perform required after-hours standby duty per the rotation schedule prepared for your area (must have adequate "lineman qualifications/testing" as determined by the Saratoga Area Foreman and Director of Operations).
6. Respond to trouble calls during normal working hours as needed by the Saratoga Area Foreman, Director of Operations, or the General Manager.
 - a. Keep up-to-date on training and practices associated with the construction and maintenance of Cooperative facilities (overhead and underground) to include necessary safety training.
7. Respond to requests for underground locates as needed or as directed by management.
 - a. Stay thoroughly familiar with all aspects of underground locating equipment and procedures for testing and locating of underground electric lines.
8. Maintain a cooperative attitude and assist fellow employees in any work you are capable of doing or may be called on to perform, which tends to expedite the business of the Cooperative or that particular job to which assigned.
 - a. Give prompt attention to all paperwork necessary to keep others well informed and expedite the accurate completion of all regular activities and special assignments.
 - b. Prepare time sheet daily and submit to Area Foreman. Consult with him concerning any irregularity in hours worked or time off.
 - c. Perform any other duties or activities that may be assigned or directed by management.
9. Keep Saratoga Area Foreman well informed and seek his advice and counsel on special problems that require his assistance or that may require his attention.