



CITY OF BANNING, CALIFORNIA

Apprentice Electric Meter Test Technician

Job Code: 5170

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under close supervision, performs a variety of duties associated with assisting in the installation, cleaning, testing, calibration, repairing and maintenance of single and poly-phase electric meters used in residential, commercial and industrial facilities.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Learns and assists in the installing, cleaning, testing, calibration, repairing and maintenance of single and poly-phase electric meters used in residential, commercial and industrial facilities. Helps to maintain records of meters tested and repaired and stock inventory on a computer database. Assists in the field testing of electric meters. Reads and records changes on recording demand meters.

Provides assistance and support to substation and Utility Billing functions. Assists in the investigation of suspected theft in services. Provides basic maintenance to battery systems at substations. Learns to make software programs for solid state meters. Studies Time of Use (TOU) rates and load profile graphs. Trains on how to install volt/ampere recorders and create graphs and reports from the information on a computer. Assists installing phone lines for remote metering through modems. Understands and implements the electric utility rate structure for customers.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of customer service techniques and methods.
- Knowledge of occupational hazards and standard safety precautions.
- Knowledge of operational procedures for hand tools and heavy equipment used in electric maintenance and repair.
- Knowledge of basic electrical engineering principles.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** two (2) years of relevant experience in electrical work.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain a California driver license.