



CITY OF BANNING, CALIFORNIA

Electric Meter Test Technician

Job Code: 5160

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under general supervision, performs a variety of duties associated with installing, cleaning, testing, calibrating, repairing and maintaining 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: Installs, cleans, tests, calibrates, repairs and maintains single and poly-phase electric meters used in residential, commercial and industrial facilities. Maintains records of meters tested and repaired and stock inventory on a computer database. Installs, repairs and tests electrical meters in the field including the investigation of customer complaints. Performs power and load surveys on customer's property pertaining to load, power factor and voltage. Reads and records changes on recording demand meters. Tests transformers in the field.

Provides assistance and support to substation and utility billing functions. Investigates suspected theft in services. Initiates purchase requisitions for electrical meters, related software and accessories. Recommends changes to meter specifications. Provides maintenance to battery systems at substations.

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 electric meter reading, repairing and testing methods and mechanisms.
- 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 electric meter technician experience. Completion of an approved apprentice program is required.

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