

DICKSON ELECTRIC SYSTEM

Job Description and Specifications

JOB TITLE: Meter Technician I

DEPARTMENT: Meter Department

REPORTS TO: Meter Supervisor

FLSA STATUS: Non-Exempt

PREPARED DATE: October 2020

PURPOSE: The purpose of the Meter Technician I is to perform installation, inspection, reading, maintenance and repair of electric metering equipment in a manner that ensures economical use of vehicles, materials and equipment.

ESSENTIAL FUNCTIONS:

1. Regular attendance.
2. Work with Meter Technician II to help order meters, meter bases and supplies.
3. Provide meters for Meter Service Representatives and service crews.
4. Help test accuracy of meters, clean meters and retire meters as appropriate.
5. Assist with the installation of CT's and PT's.
6. Help maintain test equipment and tools.
7. Help maintain warehouse area of Meter Department in clean, safe and orderly condition.
8. May be asked to deliver meter bases to customers who have paid through Customer Service.
9. May be required to address customer issues regarding meter base wiring or billing disputes with customers, either in person on the jobsite or on the phone.
10. Follow all DES safety guidelines and policies.
11. Help on cut in/cut outs and do rereads when needed.
12. Trouble shoot problems in field related to metering.
13. Perform other duties as assigned

EDUCATION:

High School Diploma/ GED required.

EXPERIENCE, SPECIAL SKILLS, AND ABILITIES:

1. Basic knowledge of meter applications.
2. Knowledge of safety practices and procedures in working with energized meter bases.
3. Basic understanding of service wiring to houses.
4. Basic computer skills.
5. Ability to effectively communicate with customers, other employees of DES and the general public.
6. Must have the highest degree of integrity, honesty, pleasant disposition, dependability and tact, and must treat all DES employees with dignity and respect. Must be able to maintain composure during difficult situations to discuss and resolve issues and maintain open communications to achieve DES goals and objectives.

7. Must believe in, be sympathetic with, be interested in furthering the public understanding and acceptance of the utility's objective and be customer service oriented at all times.
8. Must be willing to work with all employees in the best interest of the utility and to accept changes in work programs and patterns to keep pace with changing times.

PHYSICAL REQUIREMENTS:

1. Able to work 8 hour shifts or longer if emergency situations require.
2. Must possess visual acuity and manual dexterity as well as the ability to listen and communicate orally.
3. This position requires field work, which involves driving and climbing in and out of company truck, possible contact with dogs or other animals, climbing fences or walking on rough terrain.

LICENSE AND CERTIFICATIONS:

1. Must possess at the time of employment a valid Class D Driver License allowing legal operation of a motor vehicle in Tennessee. Maintaining the Class D or equivalent license is a continuing condition of employment.
2. Must maintain at the time of employment or obtain at a time designated by DES, a valid certification of proficiency in adult CPR, first aid, and AED.

STATEMENT ON POSITION:

This job description and specification is to give the applicant a reasonable expectation of the requirements and responsibilities of the job. It in no way infers that the person will be limited only to the requirements stated. Anything deemed necessary by Management will become an integral part of the job.