

Title: Chief Meter Technician
PG: 60
Status: Civil Service
Position Reports to: Manager of Electric System Control
Department: Lakeland Electric

Class Code: 3013
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This highly technical position requires specialized skills for the supervisor of the daily operations of the Electric Meter Shop, which installs, tests, calibrates, and repairs customer electric metering equipment. Work is performed with considerable independence as directed by an administrative supervisor.

ESSENTIAL FUNCTIONS:

1. Oversees the daily operations of the Electric Meter Shop.
2. Supervises and participates in the installation, testing, repair and calibration of all customer electric metering equipment in accordance with regulatory standards and guidelines.
3. Supervises the inspection and testing of instrument transformers as necessary.
4. Requisitions all meters, instrument transformers, cabinets and other meter accessories.
5. Participates in the investigation of energy diversion.
6. Handles all customer inquiries and complaints.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

SUPERVISORY RESPONSIBILITIES:

Performs supervisor responsibilities to include selecting, developing/training, assigning and monitoring work, performance management (establishing clear expectations, goals, and performance standards; coaching, providing timely feedback, conducting performance reviews, addressing performance/safety issues), recognizing and rewarding performance, and issue resolution within a small work group, in accordance with policies and laws.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the mechanisms of meters and the devices necessary to test and calibrate their accuracy.
2. Knowledge of the theory of meter and electrical circuits used in meter application.
3. Knowledge of methods, materials and tools used in meter repair work.
4. Knowledge of the instrumentation necessary to obtain electrical quantities and to apply the results to meter circuits.
5. Knowledge of the occupational hazards and safety precautions of the trade.
6. Skill in the use and care of electrical and electronic meter testing equipment.
7. Ability to prepare and maintain records and reports.
8. Ability to establish and maintain harmonious relationships with supervisor, other employees and the general public.
9. Ability to create and support a safe work environment.
10. Ability to perform work safely and to report unsafe practices/situations to the appropriate supervisor.
11. Ability to perform work to support the vision, mission, values and goals of the department.

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WORKING ENVIRONMENT/CONDITIONS:

Ability to work in extreme heat and cold conditions for more than an hour.

Occasionally works in hazardous conditions such as exposure to chemicals, moving vehicles, electrical current.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its' equivalent supplemented by course work in the area of electric metering.
2. Six (6) years of experience in all phases of electric metering.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must possess and maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.