

# Metering/Electrical Technician

## Mountrail-Williams Electric Cooperative

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### 1 POSITION FUNCTION:

This position is responsible for the daily installation, maintenance, testing, and accurate operation of MVEC's electric metering systems. Additionally, this position serves as an energy services advisor to MVEC (Cooperative) and its members in the areas of energy usage, power safety, quality, and reliability, and distributed generation technologies.

### 2 QUALIFICATIONS:

- a) High school diploma, or equivalent required. Two-year degree in electrical technology, or related field, or equivalent work-related experience preferred.
- b) ND licensure as a Journeyman Electrician is required. Reciprocal licensure with other states that are part of the Multi-State Reciprocal Licensing Group is acceptable.

### 3 DUTIES AND RESPONSIBILITIES:

This job description lists only the major duties of this position and, therefore, does not restrict the assignment of other duties.

- a) Effective application, installation, maintenance, testing and calibration of all types of watt-hour meters and instrument transformers.
- b) Sets and maintains single-phase and three-phase metering.
- c) Accurately wires single-phase and three-phase CT rated meter sockets.
- d) Performs meter change outs according to Cooperative procedures.
- e) Assembles, installs, and maintains primary metering equipment.
- f) Performs field testing of metering installations.
- g) Accurately documents information on all tested and repaired meters.
- h) Troubleshoots communication issues between metering and billing systems.
- i) Works with members to resolve power quality and energy usage issues.
- j) Educates, advises, and coordinates with the members on the implementation of HVAC systems, lighting, and other electric technologies, including smart energy and distributed generation technologies.
- k) Install and maintain Cooperative electrical equipment, including load controllers, at member facilities.
- l) Performs installation and maintenance of Cooperative electrical systems.
- m) Troubleshoot and maintains member street lighting systems.
- n) Performs work on energized and de-energized services.
- o) Diagnoses, locates, and corrects any malfunction occurring on all electrical systems and/or their associated equipment.
- p) Performs all position responsibilities in accordance with MVEC policies and procedures and OSHA safety rules.

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- q) Responsible for vehicle, tools and other Cooperative equipment assigned for his/her use.
- r) Maintains a harmonious relationship with all Cooperative personnel and members, and the public.
- s) Plans and organizes delegated work, with minimum supervision.
- t) Participates in formal training programs provided by the Cooperative for the improvement of job knowledge and technical skill.
- u) Practices safety and equipment maintenance.
- v) Understands and personally performs all duties in accordance with applicable safety and Cooperative policy manuals, as well as being constantly alert to and cautioning his/her fellow employees about existing hazards and/or unsafe practices.
- w) Must possess and maintain a valid driver's license and operate a motorized vehicle without the assistance of another employee.
- x) Performs any other duties assigned to fulfill the objectives of the Cooperative.

#### **4 KNOWLEDGE, SKILLS AND ABILITIES:**

- a) Demonstrates good working knowledge of all types of electrical meters, electrical recording instruments, and associated electrical equipment.
- b) Proficient in the use of iPads and computers using Microsoft operating systems and office software.
- c) Ability to read schematics.
- d) Ability to operate Cooperative vehicles and equipment.
- e) Ability to work a forty (40) hour week and overtime, when required in compliance with Cooperative policies.
- f) Ability to operate hand and power tools.
- g) Ability to prepare written reports.
- h) Ability to read and understand operation manuals and instruct others on the procedures.
- i) Ability to communicate by two-way radio or telephone with the Control Center and other vehicles.
- j) Ability to communicate with other technicians and departments and willingness to cooperate and work as part of a team.
- k) Ability to understand and follow the Cooperative's rules and regulations.
- l) Ability and willingness to commit to the Cooperative's philosophy and goals and communicate them to others.
- m) Ability to communicate in a sensitive and professional manner with crews, staff, and the general public.

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- n) Ability to use own initiative and judgment in representing the Cooperative's best interests relative to actions and decisions in the absence of supervisor.
- o) Ability and willingness to cooperate and work efficiently with outside agents, contractors, other utilities, and other departments.
- p) Ability and willingness to perform all functions relative to position.

### **5 WORKING RELATIONSHIPS:**

- a) Reports to: Metering Coordinator
- b) Supervises: None
- c) Coordinates/cooperates with:
  - a. Internal:
    - i. PR and Communications Department – Works with the PR and Communications department to address member concerns, implementation of Cooperative energy programs, and other energy services advisor related items.
    - ii. Billing Department – Works with the Billing department to address any metering related billing issues and related member concerns.
    - iii. Other Employees - Maintains harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment.
  - b. External:
    - i. Members – Establishes the recognition and acceptance of ownership benefits and responsibility to encourage and promote the effective and efficient use of electric energy. Provides helpful, courteous assistance and service.
    - ii. General Public - Presents a friendly, courteous image for the Cooperative.

### **6 WORKING CONDITIONS:**

- a) The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b) While performing the duties of this job, the employee regularly works in precarious places and in outside weather conditions and is regularly exposed to risk of electrical shock.

### **7 PHYSICAL REQUIREMENTS:**

- a) This position may require lifting of objects weighing up to 50 (fifty) pounds.

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- b) This position also requires routine walking, standing, pulling, pushing, stooping, kneeling and exposure to dirt, water, and work in all weather conditions.

### **8 OTHER**

- a) Must be able and available, during any and all-weather conditions, to work weekends, holidays, evenings, and other times outside normal duty hours to assist in service restoration and/or other emergencies that may arise.
- b) It is the individual responsibility of every employee to maintain a current awareness and understanding of appropriate laws, regulations, internal policies, and procedures, and to comply fully with those laws, regulations, policies, and procedures.
- c) This position is expected to work independently, often working alone. Work will be performed in the outdoors, shop, office, and in member's facilities/homes.

### **9 POSITION SPECIFICATIONS:**

This is a full time, non-exempt, hourly paid position. Requires frequent driving and use of personal computer. Some lifting, carrying, twisting, reaching, crawling, squatting, and bending when working on installation and repair of equipment.

- a) Must successfully pass a required company physical exam.
- b) Must submit to drug test when mandated (in compliance with MWEC policies).
- c) Must work in a normal, non-smoking office environment.
- d) Must have a valid North Dakota driver's license.
- e) Must be able to travel in the two-county area.

### **10 DISCLAIMER:**

- a) This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.
- b) MWEC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules bases on their duty to accommodate individuals with disabilities.

Approved by: Alex Vournas

Date: February 2023