



Job Description

Position Title: Journeyman Meterman*
Department: Operations
Supervisor: Dale, Gutmann, Director of Operations
Department Head: Dale Gutmann, Director of Operations

FLSA Status: Non Exempt
Bargaining Unit/Non Entry-Level
Work Classification: Meter Shop

JOB SUMMARY:

The position is responsible for the installation, maintenance and repairs of the District's relay and metering equipment. As a journey-level employee, participates in the instruction and guidance of Apprentices. The Meterman receives work assignments, direction and information from the Meter Shop Foreman. Supervision and oversight is provided by the Director of Operations.

JOB DUTIES AND RESPONSIBILITIES:

1. Installs, maintains and tests meter and relay devices.
2. Troubleshoots problems with meter and relay devices.
3. Conducts load, power quality and voltage surveys.
4. Completes paperwork as needed documenting the installation, maintenance, Testing and repair of meter and relay equipment.
5. Assists in development of annual department budget. Orders meters, supplies and tools.
6. Responsible for knowing and following all applicable safety rules.
7. Responsible for the use and care of tools, equipment and materials of the trade.
8. Participates in the instruction and development of Apprentices.
9. Meetings: Participates in department meetings for the purposes of planning, updating progress and general sharing of information.
10. Professional behavior: Understands and follows District/supervisor expectations regarding appropriate clothing, attendance, punctuality, scheduled and unscheduled time off, and appropriate use of District time, equipment and resources.
11. Teamwork: Works closely and effectively with coworkers. Contributes to a positive team environment.
12. Performs other duties as assigned.

The District may revise the duties and responsibilities of this position, as needed.

DISTRICT VALUES:

The Meterman is responsible for knowledge of District values, for demonstrating them during the normal course of business, and for applying them to the situations that arise that aren't resolved by bargaining agreement, department procedures or District policy.

*1.1.3 CBA: "...Any reference to the male gender shall be considered to apply equally to male and female employees...."

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Customer Focus

We believe in respecting our internal and external customers, listening to their requests and understanding their needs. We strive to exceed their expectations.

Respect

We consistently treat every individual with dignity and respect. We foster open and honest communications, listen, and understand other perspectives.

Integrity

We are guided by what is ethical and right and fulfill our commitments as responsible public stewards.

Personal Responsibility

We are personally accountable to our customers and the District for the highest standards of behavior, including honesty and fairness in all aspects of our work.

Teamwork

We value diversity and draw strength from the wealth of viewpoints that reside within the District. We work together; demonstrate collaboration through mutual reliability, openness and flexibility.

Forward Focus

We anticipate and prepare for the future, encourage innovation and new ideas to better serve our customers.

RECRUITING

In-House Posting: This position will be posted in accordance with the Collective Bargaining Agreement. Eligible bidders will have successfully completed one year of employment, (6.1.3), and will have successfully completed an apprenticeship recognized by the District, and will be recognized as a Journey-level Meterman.

Education and experience: Outside applicants will have a high school diploma or equivalent, successfully completed an apprenticeship recognized by the District and the Union, and achieved Journey-level status as a Meterman. Two years of work experience at the journeyman level, preferably with an electric utility, is required.

Skills, knowledge and abilities: Basic knowledge of electrical theory, plus thorough knowledge and understanding of operation, maintenance, repair and installation of meters, meter equipment, relays and relay equipment. Ability to work from blueprints, drawings and specifications; ability to use measuring and testing instruments as needed in operation and troubleshooting of utility meters, metering equipment, relays and relay equipment. Thorough knowledge of applicable electrical worker's safety rules. Ability to write legibly and to maintain records and files. Ability to possess valid first aid and CPR cards. Possesses effective verbal, written and listening skills.

Responsibility for confidential matters: Exposure to confidential matters is unlikely. HIPAA rules regarding private health information apply to all employees.

Responsibility for getting along with others: Maintains positive working relationships with coworkers, customers, and other departments.

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Travel/unusual circumstances: Occasional travel may be required for training. Infrequent overtime may be required.

PHYSICAL REQUIREMENTS:

Works outdoors and indoors. Lifts and carries up to 50 pounds, infrequently. Uses arms and legs fully on daily basis; requires good manual dexterity. Possesses visual and aural abilities necessary to work safely and effectively with meters, associated tools, equipment and materials. Possesses visual abilities to discern color and images on a computer screen. Operates a motor vehicle; drives in all weather conditions. Possesses verbal abilities to communicate effectively in person, by radio and telephone.

OTHER REQUIREMENTS:

A valid Washington State Driver's License and driving record sufficient to qualify for the district's liability insurance program is required.