



<b>Metering Technician</b>			
Department	Staking	Reports to	Manager of Staking
FLSA Status	Non-Exempt	Supervises	None
Revision Date	12/19/2024	Normal Work Schedule	M-F 8:00 AM to 5:00 PM

### **Position Summary**

The Metering Technician ensures prompt, accurate, and efficient metering services for Cooperative members while utilizing modern technologies to maintain and optimize metering systems. This role involves programming, troubleshooting, and maintaining metering equipment to ensure compliance, accuracy, and operational excellence. The Metering Technician also fosters goodwill between the Cooperative and its members through excellent communication and service.

### **Qualifications**

#### Education and Experience

- Preferred: College degree in a field emphasizing electricity or associate's degree in Electronics and Computer Technology.
- Alternative: 3 years of utility metering experience with a strong understanding of metering systems.

#### Skills

- Must be able to write legibly, read, comprehend material, and communicate effectively.
- Must be able to complete all assignments with attention to detail and accuracy.
- Must be able to work calmly and effectively under pressure.
- Must be personable and customer-oriented.
- Must have good reasoning ability, good mathematical skills, and good persuasive skills.
- Excellent analytical and mathematical abilities.
- Proficiency in Microsoft Office Suite (Excel, Word) and other relevant software.
- Ability to read and interpret CT/PT wiring schematics and work safely around electricity.
- Strong reasoning, communication, and customer service skills.
- Self-starter with attention to detail and accuracy in all assignments.
- Ability to maintain confidentiality with sensitive information.

#### Licenses and Certifications

- Commercial Driver's License (CDL) is preferred.
- First Aid/CPR certification (can be obtained post-hire).

### **Key Duties and Responsibilities**

#### Meter Maintenance and Management

- Maintain and program meter stock, ensuring proper seals and organization.
- Conduct annual inspections of CT/PT metering systems for accuracy and compliance.
- Verify meter multipliers and perform under-load testing for new installations.
- Ensure all meters are properly sealed and coordinate with vendors, purchasing agents, and warehouse personnel for stock management.

#### Technical Operations

- Troubleshoot and repair TWACS (Aclara) metering systems, substation equipment, and Meter Data Management Systems.
- Collect load profile readings, prepare power load worksheets, and process data.
- Install, operate, and maintain power quality monitoring devices; retrieve and analyze results.
- Assist with wiring installations for CT/PT metering loops and ensure proper TWACS communication.
- Operate, troubleshoot, and repair TWACS substation equipment and address daily meter reading operations.

### Field Work

- Diagnose and resolve “no response” meters and issues flagged by the Billing Department.
- Observe and report meter tampering and service maintenance requirements.
- Perform inspections of consumer-owned distributed generation systems and ensure compliance with Cooperative policies.

### Collaboration and Communication

- Work with Billing, Technology Services, and Engineering to ensure accurate meter-to-billing processes.
- Assist electricians with larger projects and support technology services on electronic systems, including security and automated systems.
- Communicate with vendors, consultants, and manufacturers to resolve metering-related issues.
- Works in coordination with other departments on projects or assignments as CEO directed.

### Safety and Compliance

- Follow all Cooperative safety policies and procedures, reporting hazards immediately.
- Maintain tools and equipment, including software updates and calibration.
- Adhere to safety rules/policies ensuring vigilance in identifying and addressing potential safety hazards.

### Other Duties

- Organize and maintain the meter office, test room, and metering vehicle.
- Observe and report any maintenance needs for electric services or lines.
- Stay updated on software upgrades, hardware modifications, and metering advancements.
- Perform other responsibilities as assigned by the Manager of Staking.

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## **Physical Demands & Working Conditions**

- Lift up to 50 pounds and operate standard office and field equipment.
- Walk over varied terrain and work in adverse weather conditions as required.
- Availability to work extended hours during emergencies or special assignments.

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## **Additional Requirements**

- Maintain residency near Cooperative headquarters for timely emergency response.
- Willingness to embrace new technologies and adapt to evolving responsibilities.
- Must pass a Cooperative-required physical exam.

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### Application Details

To apply, send resume to [jobs@kayelectric.coop](mailto:jobs@kayelectric.coop) by 1/10/2025.

IMPORTANT: This position 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. This organization reserves the right to revise or change job duties as the need arises. This position description does not constitute a written or implied contract of employment. Management reserves the right to change position descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.