



# Peabody Municipal Light Plant

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## JOB POSTING

### SUBJECT TO A DEPARTMENTAL PROMOTION AND TRANSFER

**TITLE:** ASSISTANT SUPERINTENDENT OF ELECTRIC DISTRIBUTION (METERING)  
**DIVISION:** DISTRIBUTION  
**SALARY:** GRADE E14 (\$88,297-\$109,885)  
**SHIFT:** EXEMPT POSITION  
**CIVIL SERVICE CLASSIFICATION:** OFFICIAL SERVICE

**DUTIES:** Under the direction of the Superintendent of Electric Distribution, responsible for planning, designing, coordinating, scheduling and supervising all PMLP meter related activities and programs. Supervise non-exempt employees, direct and coordinate contractors and administer construction and maintenance contracts as assigned.

Responsible for managing the Advanced Metering Infrastructure (AMI) System. This shall include but not be limited to:

- Managing the installation, replacement, and maintenance of all field AMI equipment (communications, metering, etc),
- Monitoring the AMI system to insure that the system operates properly and efficiently and that meters are read on schedule,
- Managing potential AMI system expansions, including assisting other divisions in the adoption of AMI related technologies,
- Manage the AMI system to insure accurate and timely collection of meter data through automated data retrieval and data verification
- Direct trouble-shooting of meter/communication platform issues and resolution of billing data issues
- Developing tools for early detection of meter issues.
- Assist in the development of business processes throughout the organization to best utilize the AMI system.

Responsible for the proper design of all metering installations. Review and approve all projects with regard to metering installations. Schedule, assign and monitor work to ensure that all standards are met and that all work is completed in a safe, timely, efficient, and productive manner.

Assist the Superintendent of Electric Distribution in planning and administration of the Division Budget. Administer scheduled leave for metering employees, review and process weekly time cards, attesting to overtime, absences, planned leave, etc

Assist the Assistant Superintendent of Electric Distribution (Support) in his duties as PMLP Safety Compliance Officer. In the absence of the Assistant Superintendent of Electric Distribution (Support), be responsible to serve as PMLP Safety Compliance Officer and ensure that safety rules, standards, and company policies are maintained and enforced and that all PMLP personnel comply with same.

Responsible for maintaining all safety, technical and supervisory training programs for all metering personnel in the division. Provide orientation to all new employees.

Responsible for investigating, evaluating, resolving and reporting all situations involving electrical interference.

Responsible for investigating, evaluating, resolving and reporting all insurance claims resulting from electrical problems.

Interface with customers to resolve disputes involving high bill situations.

Interface with Developers, Engineers, and Architects to ensure proper design of new and renovated meter installations and associated equipment.

Interface with electricians and Wiring Inspectors on various matters relating to new installations, maintenance, and repair of electrical services and metering equipment in the PMLP service territory, as needed.

Prepare bidding specification sheets, evaluate material and labor bids, and make presentations and recommendations to Manager and Commissioners, as directed. Complete necessary records, reports or forms required by Management.

Coordinate, supervise and be familiar with all regulations regarding the handling, storage, and disposal of all hazardous/toxic substances.

In absence of Superintendent of Electric Distribution, assume selected responsibilities of that position as directed. May, as directed, perform any other function normally performed within the Distribution Division.

May perform actual hands-on functions, such as meter installation work. Operate high voltage circuit breakers and switches as required.

Responsible to coordinate all aspects of Energy Diversion Program including monitoring customer usage, investigation and prosecution of all Energy Diversion cases.

Serve on call twenty-four (24) hours a day to address emergency situations involving all distribution, transmission, and metering facilities. During unusual conditions, may be required to perform emergency repair work.

Perform other supervisory or administrative functions as directed.

**QUALIFICATIONS:** Minimum of five (5) years' experience in the electric utility industry and a minimum of three (3) years' experience installing (or supervising the installation of) polyphase metering systems; or a minimum of 5 years' experience supervising non-exempt employees and a Bachelor's Degree from a four year accredited college. Must have valid Massachusetts Driver's License.

Please submit your resume and letter of application to the Manager c/o Barbara Previte by email at [bprevite@pmlp.com](mailto:bprevite@pmlp.com).

AA/EEO

PMLP is an Equal Opportunity Employer