



Peabody Municipal Light Plant

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August 16, 2021

SUBJECT TO A DEPARTMENTAL PROMOTION, TRANSFER, CIVIL SERVICE LABOR LIST

TITLE: ELECTRIC METER TECHNICIAN (I)
DIVISION: DISTRIBUTION
SALARY: GRADE 8 (\$27.13-\$33.90)
LOCATION: VARIED
SHIFT: 8:00 A.M. to 5:00 P.M.
CIVIL SERVICE CLASSIFICATION: LABOR SERVICE

DUTIES:

- Under the general supervision of the Assistant Superintendent of Electric Distribution and Superintendent of Electric Distribution, the Electric Meter Technician (I) performs inspection, testing, programming, maintenance, readings, and repair of all types of electric meters.
- Installs single-phase self-contained electric meters and all CT-rated meters.
- Sets up and performs work per engineering standards, plant policies, and customer requirements; keeping supervisors advised of unusual problems or situations encountered; maintains records of work completed and customers serviced.
- Tests meters and associated equipment for accuracy, tampering, and integrated devices functionality; operates and maintains test equipment and overhauls and repairs meters.
- Performs the following duties under direct supervision: installs and removes instrument transformers, wire verification test at test-switch on CT-rated meters, and interconnecting wiring for CT-rated meters on de-energized circuits.
- Operates AMI meter software and equipment to ensure reading accuracy and communication reliability, make necessary repairs or corrections in the field and AMI database, including remote or local meter readings.
- Participates in troubleshooting AMI system issues, i.e., track and solve problems between the meter's communication module and its connectivity to fix radio frequency network (RF).
- Operates Integrated WAN Gate Radio (IWR), laptop, tablet, and smartphone in the field.
- Instructs contractors on plant policy regarding metering installation; assigns meter locations; performs single-phase and CT- rated meters replacement and resealing work; makes up primary metering units and work with line crew on the installation of high voltage metering.
- Perform other duties such as: maintain building and grounds and other related duties as directed by the supervisor or Electric Meter Technician (II). Deliver utility bills and notices as required.
- Installs and removes voltage recorders and power monitoring equipment on single-phase installations; investigates customer complaints regarding noise interference, voltage irregularities, high bills, and meter reading errors.
- Reads and interprets electrical drawings and maps.
- Performs meter inspections for proper functioning and tampering, broken seals, cracked glass, unreadable dial indicators and numbers, and reports malfunctions to supervisor.
- Responsible for projecting a positive image for the Peabody Municipal Light Plant.
- Assists in emergencies to investigate down wires and standby as required and aid contractors during an emergency restoration.
- Must be available for emergency calls during non-working hours.
- Interfaces with Business Office to perform remote disconnect and reconnect electric service for nonpayment of bills as required. Pick up and deliver bill payment receipts to agents and bank, pick up and deliver mail and other materials. Perform various office, custodial, and meter reading duties.



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- Perform GIS field collection of data, including but not limited to: meter locations, poles, streets, and all PMLP field assets.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Technical knowledge of metering and meter-related work practices, tools, and equipment preferred.
- Ability to apply the principles of electricity, mathematics, wiring, and connections; read and interpret diagrams and schematics; and adapt to rapidly changing technology and job conditions.
- Must have the ability to learn related computer applications.
- Must have the ability to use meter testing equipment.
- Ability to effectively communicate both orally and in writing.
- Ability to utilize common sense to deal with problems involving several known variables of a routine nature.
- Ability to set priorities.
- Works independently and as a team member with diverse staff throughout the company.
- Demonstrates a positive attitude, good work ethic, courteous at all times, and ability to remain calm under pressure.
- Willing to assist others as required.
- Be a safe worker.

QUALIFICATIONS:

- Minimum of two years' experience working on all types of self-contained electric meters; knowledge of both single-phase and three-phase metering.
- Successful course work in mathematics and science.
- High school graduate or high school equivalency (GED or HiSET).
- AMI experience preferred.
- Valid Massachusetts Driver's License.

Please submit letter and resume c/o John Maihos, Human Resources, at jmaihos@pmlp.com.

Last Date for Applying: Wednesday, August 25, 2021.

Charles J. Orphanos, Manager

PMLP is an Equal Opportunity Employer

This job description is not intended to be all-inclusive. The employee will also perform other job duties as assigned by Assistant Superintendent of Electric Distribution or Superintendent of Electric Distribution or Electric Meter Technician (II) as required.