

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 7795
Approved by C.S.B.
October 2, 2013

METER SERVICE TECHNICIAN

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DEFINITION

Under direction performs field and customer service work in connection with electric meters and perform other related work as required.

EXAMPLES OF DUTIES

1. Installs, seals, and removes electric meters and disconnect devices.
2. Notes and reports customer wiring and service facilities irregularities and actual or potential problems with distribution lines.
3. Maintains meter shop records; performs shop testing of electric meters.
4. Reads regular and special requirements meters and records readings.
5. Delivers final disconnect notices as needed.
6. Removes meter seals to restore electric service.
7. Performs other tasks related to the discontinuance and restoration of service due to bill non-payment.
8. Installs and removes meter tags for customers on the medical discount program.
9. May occasionally perform work with service lineworker or electric crews under limited circumstances.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: Two years of meter-related experience with an electric utility.

Knowledge

Knowledge of basic electrical theory, wiring and safety and safe work practices and procedures.

Abilities

Ability to operate meter reading and installation tools and equipment; interpret computerized data; apply established Alameda Municipal Power policies and procedures, maintain accurate records; understand and carry out oral and written instructions and work independently; use initiative and judgment seeking guidance for situations where standard procedures may not apply; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Other Requirements

Possession of a valid State of California Driver's License and satisfactory driving record as a condition on initial and continued employment.

r: 10/2/13

CL: Human Resources Department