



HUMAN RESOURCES DEPARTMENT
City of Burlington
179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145
Fax (802) 864-1777
Vermont Relay: 7-1-1 or 800-253-0191

METERING SERVICES TECHNICIAN
BURLINGTON ELECTRIC DEPARTMENT

POSTING DATE: January 7, 2015
RATE OF PAY: \$21.15 - \$34.67 DOE
EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: January 26, 2015
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: 013
UNION: IBEW

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

To install and maintain all types of self-contained and current rated meters, and metering systems, and data collection points, as well as ensure the accuracy of each installation. In addition, the incumbent will program, troubleshoot, repair and document any and all modifications to BED's AMI system, and provide metering support services to internal and external customers.

ESSENTIAL FUNCTIONS:

- Install instrument transformers and related metering equipment.
- Install new secondary and primary metering up to and including 13.8KV.
- Install, inspect, test, program, maintain and repair BED's AMI meters, instrument transformers, cell relays, range extenders and other associated equipment.
- Perform meter investigations for Billing and Customer Service.
- Install graphic voltmeters, and check for loose electrical connections relative to metering at customer location.
- Install, test and maintain BED's Advanced Metering Infrastructure.
- Create monthly reports of meter reading results and response rates of BED AMI system. Analyze each report looking for patterns of AMI device failures and develop a repair/replacement schedule for any defective device found.
- Investigate, troubleshoot and rectify all AMI meter events and exception reports (e.g., meter tampering, voltage problems, etc.).
- Implement AMI functionality modifications using AMI software interface.
- Work closely with BED staff and AMI vendor regarding AMI system upgrades, maintenance schedules, device failures and planned replacements.
- Work closely with other BED groups to ensure that meters are correctly programed so as to accurately record customer consumption information.
- Initialize meters with the correct program(s), assign them to the appropriate open-way configuration group and verify that they register with the open-way system.
- Work closely with BED's MDMS Operator to troubleshoot data and system errors in meter reading and billing system.
- Assist Energy Services with pairing and testing of home-area-networks to BED's AMI system.
- Install and program TOU meters and solid-state demand recorders.
- Read meters, and follow-up on meter installations that need verification.
- Recommend and implement new metering technology.
- Ensure accuracy of metering equipment and records specific to work being performed.
- Operate and maintain a variety of electronic equipment.
- Assist and occasionally oversee other Metering personnel in all aspects of metering services.
- Perform in shop pre-wiring of metering systems.
- Responsible for recording pertinent meter, AMI and instrument transformer data records.
- Assist in the training of new metering employees.
- Conduct voltage and current checks on customer equipment.
- Make safe repairs to Department and customer owned electrical equipment.
- Assist other Department personnel in making system repairs.
- Notify the appropriate BED personnel of unsafe equipment and conditions.
- Accurately complete applicable paper work (e.g. material sheets, work requests, time sheets, system disturbance reports, work orders, vehicle repair reports, etc.).
- Advise customers on electrical service matters.
- Perform meter exchanges

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Associate's degree in electrical engineering. 4-years of relevant experience maybe substituted for educational requirements.
- Electronic Technician certification required.
- Experience with fiber optic networks, cables and connections required.
- Two-years of experience in electric utility metering systems preferred.
- Knowledge of Automated Metering Infrastructure preferred.
- Test meters in the shop and in the field.
- Planning and coordinating work assignments with other areas of the Department as required.
- Wearing of safety equipment will be required (e.g. safety glasses, hard hat, rubber gloves, etc.).
- Must be familiar with electrical schematics and wire circuit diagrams pertaining to single and three phase metering applications and open-way cell relay systems.
- Maintain technical competency related to meter data management and AMI technology.
- Thorough understanding of BED's rate schedule preferred.
- Must be proficient in the use of metering test equipment.
- Working knowledge of primary and secondary metering circuits and connections, preferred.
- Must be able to work as a part of a team.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Proficient with Windows Operating System and Windows Office Suite.
- Must possess or have the ability to obtain CPR and First Aid certifications within three months from date of hire.
- A working knowledge of the NEC, fiber optic based systems, and generally accepted metering construction standards, as well as electric utility work practices, preferred.
- Must possess good written and verbal communication skills and an ability to constructively interact with co-workers and the public.
- Must possess a valid Vermont driver's license.
- Ability to work in and around energized, high voltage equipment, in accordance with all applicable safety rules.
- Must be able to work in high places.
- Ability to work in confined spaces.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.