

METER FOREMAN

Code No.: 3-14-212

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important technical position in a public utility in which the incumbent is responsible for overseeing the daily work activities of the meter section. The incumbent is responsible for the maintenance and repair of electric meters as well as supervising the work schedule of Meter Testers. The incumbent exercises lead supervision over Meter Repairers and Meter Readers. General supervision is received from the Superintendent Electric Operations. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed.):

Dismantles, inspects, repairs and assembles electric meters;

Wires, connects, and installs single and three phase meter installations;

Tests and calibrates new and repaired meters;

Conducts tests of meter accuracy;

Participates in the field testing of electric meters as well as in-the-shop testing of electric meters;

Calibrates meter testing equipment such as voltmeters, ammeters, and recording equipment;

Operate simple power driven or hand tools on the repair and replacement of defective parts;

Assigns work schedule to meter staff;

Assigns trucks and equipment to meter staff;

Reviews with Meter Readers those routes and readings being skipped;

Answers complaints on high bill inquiries, flickering lights, low/high voltage, out-of-power;

Maintains records of electric heat and air conditioning loads;

Checks meter books for errors and skipped readings;

Maintains necessary meter stock to meet demands of meter department;

Supervises the turn-off of power for non-paying consumers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of mechanical measuring device assembly and repair; good knowledge of the operation, care maintenance and testing techniques of electric meters; good knowledge of hand and small power types of tool operation; working knowledge of

electrical theory, wiring and OHMS law; mechanical skill; ability to provide lead supervision; ability to read all meters; ability to use measuring devices and test equipment related to metering functions; ability to follow oral and written instructions; ability to operate service type vehicles; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma plus three (3) years paid full-time or its part-time equivalent experience as a journeyman assistant in field service employment such as meter repair or meter reading.

SPECIAL REQUIREMENTS: Possession of a valid Class 5 operator's license issued by the State of New York at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 20, 1984