

## Eau Claire Energy Cooperative METER TECHNICIAN

---

**Department:** Operations

**FLSA Status:** Non-Exempt

**Work Schedule:** See Contract

**NRECA Job Code:** 54-7421

**Job Status:** Full Time

**Reports To:** Line Superintendent

**Amount of Travel Required:** Minimal

### POSITION SUMMARY

The Meter Technician is responsible for installing, troubleshooting, monitoring, and maintaining all aspects of ECEC's metering system and equipment including but not limited to AMI metering, load control, OCR controls and inventory. The individual will promote the safest possible working conditions through strict adherence to established safety rules, policies, and practices.

### ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Install, maintain, and test single and multi-phase metering, load control equipment, AMI equipment, and monitoring equipment.
- Ensure familiarization with the operation and programming of OCRs, sectionalizing equipment, regulators, bypass switches, and proper fusing.
- Perform collection duties as assigned by the collections department and supervisor.
- Must be proficient in the use of Cooperative software on a laptop or tablet in the field. This includes, but is not limited to mapping, time sheets, mileage reports, service orders, work orders, and job orders, material tickets, or connect/disconnect tickets.
- Adhere to all Cooperative policies and procedures including federal, state, and local laws in regard to operating vehicles and equipment, public and private property, and working conditions.
- Complete regular inspection of vehicles, equipment, supplies, and tools to ensure they are in safe working condition.
- Maintain inventory of materials, tools, and equipment on vehicles and assist with the annual inventory process.
- Inspect and ensure completed jobs are in compliance with specifications, policies, procedures, and safety codes.
- Install recording devices for voltage concerns as requested.
- Have knowledge and is able to perform energy audits, high bill investigations, and other general housekeeping activities.
- Schedule and monitor maintenance and test cycles to ensure timely completion.
- Engage and participate in Cooperative activities and events, employee committees, job training, safety programs, and meetings as requested and required.
- Provide knowledge sharing and support to other cooperatives.
- Develop a cooperative relationship with other employees, management, and others for whom employee the needs to maintain a good rapport to successfully accomplish duties.
- Identify and prioritize work activities and schedule activities to ensure all projects are completed in a timely manner.
- Participates in activities or employee committees, job training, safety programs, monthly and annual employee meetings, Cooperative events, and daily line crew meetings as directed or required.
- As qualified, may assist in power restoration.

## **ORGANIZATIONAL COMPETENCIES**

- Safety Awareness – Ability to be familiar with ECEC’s safety policies and comply, identify and correct conditions that affect employee or public safety. Be responsible for reporting unsafe practices or injuries to your supervisor immediately.
- Interpersonal – Ability to get along well with a variety of personalities and individuals.
- Friendly – Ability to exhibit a cheerful demeanor toward others.
- Accuracy – Ability to perform work accurately and thoroughly.
- Organizational Knowledge – Abides by the policies of the Cooperative and always conducts self in a professional manner while representing the Cooperative.
- Appearance – Appearance is neat, clean, and presentable for regular public contact, and meets standards established by the organization.
- Time Management – Possess and utilize the available time to be organized and complete work within given deadlines.
- Team Work – Supports teamwork by effective participation, cooperation and communication. Provides continuous improvement to employee morale, motivation, productivity and quality of a production through teamwork.
- Reasoning – Ability to utilize logic, reason and analysis to make decisions, solve problems and complete work.

## **JOB REQUIREMENTS AND QUALIFICATIONS**

- Communications, Oral and Written – Ability to communicate, both orally and in writing, in a clear and concise manner.
- Computer Skills – Must have an intermediate knowledge of computers, tablets and the ability to use computer systems. Must be proficient with Microsoft office suite including Outlook, Word, and Excel.
- Member Interaction – Makes every effort to serve the members courteously and efficiently and to satisfy their complaints or inquiries regarding service, if possible, or if unable to do so, refer them to the proper person.
- Leadership – Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Working Under Pressure – Ability to complete assigned tasks in stressful situations.
- A valid WI Driver’s License and Commercial Driver’s License (CDL) is required.
- Primary Residence – Must reside within thirty minutes’ drive time to the Cooperative headquarters. Must relocate residence to meet the requirement within the first year of employment.
- Certified and proficient in performing First Aid, CPR, and AED. Training provided by the Cooperative.
- Must successfully pass pre-employment physical.

## **EDUCATION AND EXPERIENCE**

### **Education**

A degree or certification in one of the following programs or related field is preferred: electric power distribution, electrician, or meter technician.

### **Experience**

Candidates should have practical experience in the field, ideally as a certified Journeyman Lineworker or a Meter Technician. Relevant experience should include hands-on work with electric power distributions systems, meter installation, and maintenance, demonstrating a thorough understanding of industry standards and safety procedures. We will also consider candidates whose education in electric power distribution, electrician or related programs includes substantial hands-on experience. This should encompass practical training that aligns with the duties and responsibilities outlined in the job description.

## WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work will be spent most of the time in the field throughout the system territory with the balance of the time at the Cooperative headquarters. Work is highly technical and analytical in nature. Position requires the application of independent reasonable judgements and abstract reasoning pertaining to the identification, analysis, evaluation, and disposition of the job duties. May also use the telephone and a two-way radio extensively to communicate with numerous parties to coordinate work. Field work may involve exposure to extremes of temperature, noise, dust, fumes and other environmental exposure. Will encounter vehicular traffic, poor weather conditions, slippery surfaces, animals, and physical barriers such as fences and uneven terrain on occasion. There may be requirements, in an emergency, to do heavy lifting, be in an awkward work position, and exposed to extreme hazards.

This position requires the following physical requirements:

<b>Lifting</b>	Very heavy work. Occasionally, lifting objects more than 100 lbs.; Frequently lifting and/or carrying objects weighing 50 lbs. or more.
<b>Reaching</b>	Frequently reaches to the front; at, above, and below shoulder height throughout the day. May also be required to reach out to side and above shoulder height.
<b>Pushing, Pulling</b>	Pushing and pulling movements are frequently required from the employee when working.
<b>Climbing, Crawling</b>	Frequent climbing and crawling on and/or under a variety of obstacles to complete tasks when in and out of the field is required.
<b>Twisting, Rotating</b>	Frequent and continuous twisting and rotating from the hips, shoulders, and neck while completing all/any job duties assigned and/or required. In addition, flexion and extension of the neck during these same physical activities is ongoing throughout the day.
<b>Balance</b>	Must maintain balance while working on uneven ground or while working above ground.
<b>Handling</b>	Finger dexterity, firm gripping, grasping, pushing buttons, and operation levers is required to handle and/or operate a variety of tools, equipment and moving vehicles and machinery.
<b>Stooping, Bending, Squatting</b>	Frequent stooping, bending, and squatting at waist, hips, and knees.
<b>Kneeling</b>	Kneeling may be required on a frequent basis.
<b>Standing, Walking, Sitting</b>	Most assigned duties and/or tasks are completed while standing or walking. Occasionally employee will be sitting during these assigned duties and/or tasks.
<b>Talking, Hearing</b>	Talking and hearing is required while receiving work orders and in communicating with others.
<b>Driving</b>	Must be able to operate a motor vehicle to complete assigned tasks.
<b>Eyesight</b>	Good eyesight is required to complete all/any assigned duties/tasks and operate any vehicles, equipment or machinery.
<b>Working Above Ground Level</b>	Employee works above ground level while completing all/any assigned job duties as required.

---

**Foot Controls**      Foot controls are used to operate motor vehicles and equipment, including but not limited to trucks and forklifts.

---

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhausted list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Eau Claire Energy Cooperative is an equal opportunity employer. ECEC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The signature below indicates the employee has received and reviewed this job description.

---

***Print Employee Name***

---

***Employee Signature***

---

***Date***

---

***Supervisor Signature***

---

***Date***