CLASSIFICATION TITLE: AMI Technician – Utilities Electric Department

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE:

CLOSING DATE:

PAY RATE: Skill Level 9

SUMMARY DESCRIPTION:

Under general direction, assists and advises in the establishment of objectives and procedures for maintaining the automated metering infrastructure; systematically examines system components, diagnoses problems and takes corrective action; selects metering systems for commercial users, coordinates installation of demand meters; meets with customers regarding metering issues; troubleshoots system issues and customer complaints; retrieves, compiles, reconciles and files information on metering system; and performs related duties upon request.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

A  Planning - Analyzes current situation in regard to maintenance of AMI system. Participates with Management and Billing personnel in the development of procedures to inspect, test and service metering components and other appurtenances. Participates with Management and Billing personnel to develop procedures to provide technical assistance to crews performing installation and maintenance.

B  Inspection - Inspects meters and AMI equipment including collectors and communication hardware and performs necessary technical procedures. Responds to complaints and troubleshoots problems. Observes conditions of all meters and metering equipment and takes necessary action to prevent problems.

C  Metering - For commercial/industrial customers assists in determining requirements for special or advanced metering. Advises and assists line crews in wiring meter. Troubleshoots metering and billing issues.

D  Reporting - Completes and files reports and data sheets on meter changeouts and new AMI setups along with other forms as required.

E  General Services - Is available on stand-by as needed and reports as necessary for after hours responsibility. Supervises temporary workers on special projects. Attends community functions promoting activities and objectives. Performs related duties upon request.
QUALIFICATIONS
The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of concepts and principles of power systems with emphasis on electrical distribution systems and equipment.
- Knowledge of the operation and maintenance of substations, lines, meters, poles, and other appurtenances.
- Knowledge of policies and operating procedures.
- Reading/comprehension skills to read and understand complex and technical material containing text, tables and formulae.
- Math skills to solve complex math problems.
- Verbal skills to communicate with consulting engineers, technicians, employees and customers.
- Writing skills to develop plans and procedures.
- Supervisory skills to motivate and lead subordinates.
- Ability to interpret plans, wiring diagrams, reports, maps, engineering drawings and similar material and carry out correct procedures.
- Ability to persuade and convince others of equal or higher rank by appealing to logic and reason.
- Ability to establish credibility in areas of expertise. Ability to work independently and achieve objectives.

MINIMUM QUALIFICATIONS

A. Have at least 5 years’ experience in electrical distribution as lineman or engineering technician or at least 10 years’ experience in service orders which include electrical meter installation.
B. Subsequent to job offer, applicant must submit to and pass a pre-employment physical and drug/alcohol screening.
C. Subsequent to job offer, applicant is subject to satisfactory background check and MVR.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:
The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

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<th>Essential Physical Abilities</th>
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<td>Ability to see well enough to read text material and tables. Ability to hear well enough to comprehend oral instructions in person or by telephone. Ability to write, draw, and manipulate equipment. Ability to lift 100 pounds. Body mobility to move about rough terrain and construction sites.</td>
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<th>Supervisory Control</th>
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<td>The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.</td>
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Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.

Complexity
The work consists of skilled manual labor, supervision, management, and clerical tasks. The operation of equipment, environmental extremities, and ability to follow safety procedures contributes to the complexity of this position.

Scope & Effect
The purpose of this position is carry out engineering and technically related tasks that improve, maintain, inspect, and repair the electrical distribution system. To act under general supervision of Electric Superintendent. Success in this position results in greater efficiency and operation of the electric system.

Personal Contacts
Contacts are typically with employees, co-workers, and members of the general public.

Purpose of Contacts
Contacts are typically to resolve problems and provide services.

Work Environment
Work is performed in a truck, in a warehouse, and in the field exposing employee to high and low temperatures; dirt, dust and fumes, and in an outdoor environment with exposure to varying weather conditions; possibly bodily injury from moving mechanical parts of equipment, tools, machinery, or other vehicles in traffic situations. The incumbent’s working conditions are typically moderately loud to very loud.

Supervision Exercised
Occasionally crew members.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require
meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy Human Resources  
301 Charles W. Meeks Avenue  
Troy, Alabama 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

_The City of Troy is an Equal Opportunity Employer._