

Jurisdictional Class: Competitive  
Adopted: July 3, 1991  
Revised: August 18, 2016

**ELECTRIC METER MAINTAINER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position covers technical work involved in the maintenance, operation, calibration, and testing of electric revenue meters, relaying devices, control devices, and peripheral related equipment pertinent to the operation of an electric power supply system. The work requires a broad technical skill in the use of electric measuring devices, relaying components, substation control systems, and ability to work with precision calibrating instruments. Incumbent will also be responsible for reading and recording electric and water meters. Incumbent will utilize a computerized meter reading system and hand held computers. The work is performed under the direct supervision of the Electric Meter Supervisor. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Tests, repairs and calibrates electric meters, relaying devices and peripheral related equipment;  
Reads and records electric and water meter readings using a computerized meter reading system and hand held computers;  
Rechecks readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or excessive consumption of electricity or water;  
Inspects meters and connections for defects, damage and unauthorized connection or use; reports findings to appropriate personnel;  
Performs service orders, connects, and disconnects electric customer service, as required;  
Computes the usage of electricity for billing purposes;  
Notifies customers by phone of any delinquent bills prior to disconnecting;  
Installs and removes and/or tests meters;  
Updates software for meters and tests equipment;  
Resets meter dials and reseals meters;  
Assist with electric meters and metering inventory;  
Makes verbal and routine written reports and prepares charts;  
Responds to customer's emergency trouble calls;  
Locates problems and troubleshoots them in customer service lines;  
Keeps a variety of records related to reading and maintenance of electric utility meters.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the theory and principles of electricity in relation to electric revenue meters, relaying and control devices, and applications of the National Electric Code;  
Good knowledge of electrical power circuits as utilized by power supply systems;  
Good mathematical knowledge with ability to record complex data accurately and submit coherent, legible reports;  
Working knowledge of the operation, construction, maintenance and repair of electric meters;  
Ability to apply safety practices and procedures;  
Ability to troubleshoot/repair meters;  
Ability to use computers;  
Ability to follow complex oral and written directions;

## Electric Meter Maintainer

Ability to communicate effectively;  
Ability to read simple meters and measuring devices;  
Courtesy and tact in dealing with the public;  
Mechanical aptitude and adaptability to constantly changing electrical criteria.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the installation, operation, maintenance, repair, and calibration of electric revenue meters.

**SPECIAL REQUIREMENT:** Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.