

BLACK HILLS ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

Meter Technician/Electrician

Department: Operations and Member Services

Reports to: Manager of Operations and Manager of Member Services

Responsible for: Non-Supervisory position

I. SPECIFICATIONS:

Education: Must possess a current journeyman's or electrical contractor's license. Some post high school education preferred.

Experience: A minimum of three years' experience as a journeyman or electrical contractor. Co-op will train successful candidate in all types of metering, power line carrier, and load control equipment.

II. RESPONSIBILITIES AND DUTIES:

1. Responsible for accurate meter reading and reporting. Performs knowledgeable visual inspection of all metering equipment installed at members' locations.
2. Responsible for effective member relations on a daily basis. Informs supervisor of any member concerns that need further action for clarification.
3. Accurately tests, programs and repairs various types of meters. Installs and removes meters in accordance with standard safety procedures.
4. Maintains and programs the cooperative's automatic metering infrastructure, which is currently Landis and Gyr's Turtle system. Installs load control switches.
5. Records, files and maintains meter test information. Accesses and enters meter information in mainframe computer. Works closely with billing personnel to

accurately record and verify meter readings, transformers, and meter numbers.

6. Organizes, plans and carries out work assignments on a daily basis and must be familiar with all operational procedures and complete all necessary forms and reports as required by the Cooperative.
7. Keeps informed of changes in the art of the trade and will attend and participate in Job Training and Safety meetings and other specialized schools as may be assigned.
8. Records and monitors substation use and circuit readings. Performs monthly inspections according to RUS specifications and Federated Insurance requirements. Notifies supervisor of any problems or concerns.
9. Keeps informed of all changes in first aid and CPR procedures and national, state, and Cooperative safety rules and regulations.
10. Installs and maintains cooperative heat metering equipment.
11. Troubleshoot and correct negative main problems.
12. Provides wiring services for cooperative facilities.
13. Performs URD locates as requested.
14. Identify and report hazards on the system that would jeopardize personal, employee or public safety.
15. Inspects all substation equipment, OCRs and regulators.
16. Is available to assist during emergency or storm related situations.
17. Reports all cases of suspected or detected energy diversion to his immediate supervisor and takes appropriate action to secure all evidence.

18. Required to work daily on establishing and promoting positive relationships with co-workers and the Cooperative's members. Ability to communicate and work effectively with other employees and the membership.

III. ABILITIES, KNOWLEDGE AND SKILLS:

1. Ability to communicate effectively, orally and in writing, with others including members, property owners and contractors.
2. Computer operating skills including load management and metering equipment and personal computer applications including Microsoft Office.
3. Organizational skills are essential.
4. Must be certified in First Aid, CPR and AED or possess the ability to become certified within one year.
5. Maintain a thorough knowledge of meter, recloser, load control, and power line carrier equipment.
6. Become familiar with tools and equipment used in line maintenance and construction.
7. Must also become familiar with, and adhere to, the manufacturers' recommendations for care, maintenance, safe use, and safe working load limits of tools and equipment.
8. Must have a thorough understanding of National Electric Safety Code standards and ability to learn RUS Line Construction Specifications.
9. Ability to properly lift 75 pounds unaided - 60" maximum height and to properly lift 100 pounds unaided - 36" maximum height
10. Follows all operating and safety procedures and policies.
11. Skilled in operating URD locating equipment, and electronic measuring and line devices and knowledge of all Cooperative metering devices.
12. Ability to follow instructions and properly fill out required paperwork.
13. Ability to work independently and efficiently.
14. Ability to maintain complete confidentiality of classified information.

15. Appearance must project a professional and positive image for the Cooperative and must wear company approved safety clothing and uniforms.
16. Must possess valid South Dakota Class A Commercial Driver's License with air brakes.

IV. WORKING CONDITIONS:

1. Frequently works outdoors with moderate physical exertion. Occasionally required to perform work in adverse weather conditions. Must be willing to work overtime as required.
2. Climbs, bends, and stoops installing equipment and cable. Works on ladders and on uneven terrain.
3. Must be willing to attend courses relating to his/her area of work.
4. Performs all other duties as requested.

IMPORTANT:

According to current laws, management reserves the right to change job duties or working schedules in order to accommodate individuals with disabilities.