



CITY OF RICHLAND

CLASSIFICATION TITLE: METER, POWER & PROTECTION LEAD	JOB #: 2022	AFFILIATION: Affiliated (IBEW)
REPORTS TO: MAINTENANCE AND OPERATIONS SUPERVISOR OR DESIGNEE	PAY GRADE: N/A	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Maintenance and Operations Supervisor or designee, operates and maintains electrical revenue metering and substation equipment; performs maintenance, repair, tests, and calibrations on all types of electrical energy metering, including current and potential transformers, and related equipment in the shop, on customer's premise and in City substations; tests, maintains and calibrates protective relays; organizes, plans, and manages projects to include organizing the crew for daily duties, and maintains all equipment and testing/maintenance records as it applies to the MPP Tech shop. Subject to 24-hour call out for emergency situations.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Schedules, directs, reviews, and participates in the performance of the work of assigned personnel in the performance of their duties.
- Prepares and generates the maintenance schedules for all responsible equipment and manages the maintenance records as it applies to the MPP Tech shop; files records as needed.
- Installs and maintains SCADA equipment.
- Tests, calibrates, and installs single and three phase meters.
- Installs and downloads power quality recording equipment.
- Performs work from bucket trucks, ladders, lifting devices, and underground vaults using shop apparatus, and City and customer facilities.
- Works on the substation communication systems.
- Locates primary and secondary underground faults using appropriate test equipment to assigned activities.

- Works on the City's advanced metering, relay and substations systems to include repairing and maintaining distribution and substation transformers, breakers and switches.
- Performs construction and fabrication as needed.
- Organizes, plans, and manages projects to include organizing crew for daily duties.
- Maintains the equipment testing/maintenance records for MPP Tech shop.
- Operates and maintains substation maintenance equipment.
- Operates and maintains all types of substation and revenue meters.
- Performs all duties of the MPP Technician levels.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- WISHA and OSHA safety rules and regulations.
- Transformers, protective relays, SCADA equipment, substation breakers, switches, and maintenance of distribution and substation transformers.
- Relays, metering, or substation maintenance and underground fault locating.
- City's meter, relay, and substation systems.
- Understanding of symmetrical components.
- Project management.
- Computers and software including Microsoft Office suite.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Applicable health and safety policy, procedures, and practices.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Assist with the training and evaluation of performance of assigned staff.
- Follow oral and written instructions.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Test and calibrate substation and distribution SCADA equipment.
- Utilize test equipment including TTR, insulation, voltmeter, recorders, laptops, etc.
- Utilize drawings for troubleshooting.
- Understand and program PLCs.
- Test and program protection relays.
- Test, calibrate and troubleshoot SCADA equipment.

- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Operates a variety of modern office equipment to include, specialized equipment and personal computers in a windows based computing environment using standard or customized software application programs appropriate to assigned activities, including proficiency in Microsoft Office software.
- Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Three (3) years of experience working as a MPP Tech III, with a demonstrated proficiency for all requirements of the position or most senior qualified.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license.

WORKING CONDITIONS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in the field, which requires travel daily from site to site and checking on construction.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- Work requires time at construction sites, which may be dirty and strewn with construction debris.
- May work above or below the ground.
- The noise level in the work environment is usually quiet to moderate, depending on whether in the office and/or on a construction site.
- May be exposed to moving mechanical parts and vehicles within a construction site.

- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:



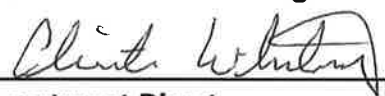
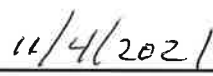

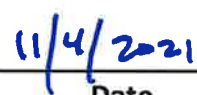
- Regular and punctual attendance at the office or other assigned locations.
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, such as attics and crawl spaces, as well as the ability to climb ladders and stairs, and ride on platform hoists.
- Ability to walk through construction sites at all stages of completion, and negotiate uneven terrain.
- Ability to lift, carry, push and pull materials and objects weighing up to 50 lbs. on occasion using proper lifting techniques.
- Manual dexterity of hands and fingers to include, repetitive keyboarding, grasping, and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person, before groups, and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)

	
Human Resources Manager	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date

