

WAUNAKEE UTILITIES POSITION DESCRIPTION

Position Title:	SUBSTATION/METER TECHNICIAN
Reports To:	Electric Superintendent
Employment Category:	Full Time
Supervision Received:	Works Under Supervision of the Electric Superintendent and Electric Operations Manager

General Summary

Directly responsible to the Electric Superintendent and Electric Operations Manager, the position of Substation/Meter Technician is a non-supervisory role and is responsible for the testing and maintenance of the electrical meters and substations. This position also requires performing various other duties as required. The Substation/Meter Technician must possess a strong commitment to serve the Utility and its customers in the most responsible manner possible.

Essential Duties and Responsibilities

Substations

The Substation Technician is a skilled trade which is responsible for the installation, maintenance and repair of electrical and mechanical equipment at the distribution substations.

Electric Metering

- Develops annual plan for testing electric meters.
- Programs, tests, cleans, repairs, and recalibrates all single and three phase electric meters on a timely basis and maintains related records and reports as required by the Utility and the Wisconsin Public Service Commission.
- Installs, maintains, and removes electric metering equipment. Completes all associated records.
- Ensures meter software programs are current at all times.
- Participates in trouble shooting customer meter related problems, analyzing and resolving, and preparation of related required reports and follow up.
- Participates in the industrial customer meter installation, maintenance, and analysis. Downloads and supplies customer with monthly interval/load data as requested.
- Determines correct wire, CT and PT size for three phase services.
- Maintains knowledge of latest metering technology and practices.

Mapping

- Assists as needed in maintaining electronic mapping of the electrical system under direction of the Electric Superintendent and Electric Operations Manager.
- Maintains and analyzes substation equipment. Maintains related records and reports.

Other

- Assists with meter reading of large power customers.
- Records and retains data for annual PSC Report.
- Uses all provided safety equipment and safety training, and complies with safety standards.
- Monitors commercial transformer loads to determine if sizing adjustments are needed for system reliability.
- Maintains meter inventory, cost, and technical specifications via electronic records.
- Complies with all regulatory agency requirements, and local policies and procedures as directed.
- Must be able to climb and descend ladders, and work in confined spaces.
- Must maintain positive customer service in the most efficient and responsible manner possible.
- Communicates effectively in investigations of customer complaints and inquiries.
- Has ability to follow and understand blueprints and diagrams.
- Has ability to perform work independently.
- Attend seminars and meetings of the industry as requested.
- Maintains professional skills with continuing education.
- All other duties as assigned.

Physical Demands

The physical demands here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have ability to perform strenuous physical labor and heavy manual tasks for extended periods of time when required.

Work Environment

The work environment characteristics described here 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.

The employee is occasionally outdoors subject to inclement weather and noisy conditions.

Required Qualifications

- Commitment to service Utility customers in a positive, responsible manner.
- Knowledge of Wisconsin and National Electric Codes, National Electric Safety Codes, PSC rules for services and metering.
- Knowledge of various types of demand meters and VAR metering.
- Ability to establish and maintain good working relationships with other employees and especially with the public.
- Valid Wisconsin driver's license and excellent driving record. The employee may be required to obtain a commercial driver's license within six months of employment.
- High School diploma or equivalent.
- Associates Degree in Electronics preferred
- 3-5 years of related experience.
- Willing to work in adverse weather conditions.
- Demonstrated good mathematics skills.
- Must successfully complete pre-employment medical/fitness evaluation prior to beginning employment.
- Ability to use electronic meter testing equipment and other test equipment.

Salary and Benefits

- Current wage scale.
- Full Utility benefits.

The Waunakee Utilities is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the utility will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Created 9/24/2024

Exhibit A

WAUNAKEE UTILITIES
Functional Physical/Environmental Evaluation

An evaluation by a physician and/or the employer in accordance with this Functional Physical/Environmental Evaluation will be required of the applicant following the offer and acceptance of a job offer. The job offer will be contingent upon the successful completion of these evaluations and determination that a reasonable accommodation (if necessary) can be made.

During a typical work week, this position is reasonably expected to perform the following tasks and/or be exposed to the following occurrences at the frequency indicated: Rarely—hardly ever Occasionally—a few times per month Frequently—a few times per week Very Frequently —a few times per day or more	
Task/Occurrence	Frequency
Lift	Frequent
Ability to lift:	
5-29 pounds	Frequently
30-59 pounds	Frequently
60-99 pounds	Frequently
Over 100 pounds	Occasionally
Sit	
In stationary location	Occasionally
On moving equipment	Very Frequently
Stand	Very Frequently
Walk	Frequently
Bend	Very Frequently
Push	Frequently
Ability to push:	
5-29 pounds	Frequently
30-59 pounds	Frequently
60-99 pounds	Occasionally
Over 100 pounds	Rarely
Reach overhead	Frequently
Pull loads	Occasionally
Ability to pull:	
5-29 pounds	Frequently
30-59 pounds	Frequently
60-99 pounds	Occasionally
Over 100 pounds	Rarely
Kneel	Frequently
Hand over hand motion	Frequently
Climb ladders, 6' to 9'	Occasionally

Use of both hands	Very Frequently
Use of fingers to grip objects tightly	Very Frequently
Wrist tightening and loosening	Frequently
Task/Occurrence	Frequency
Drive	Very Frequently
Work in confined spaces	Rarely
Work with electricity	Frequently
Work with hazardous materials	Frequently
180° range of head movement	Frequently
Use of respirator	Rarely
Exposure to:	
Work outside	Very Frequently
Work outside during inclement weather	Frequently
Vision Capability	Requirement of Position
Close vision, clear at 20 inches or less	Yes
Distance vision, clear at 20 feet or more	Yes
Color vision, identify and distinguish colors	Yes
Peripheral vision	Yes
Depth perception, judge distance and space	Yes
Focus	Yes