

Sierra Electric Cooperative, Inc.

POSITION DESCRIPTION

POSITION TITLE	AMI Technician & Staking Technician	NRECA JOB CODE	
DEPARTMENT	Operations	SUPERVISORY	YES
REPORTS TO	Line Superintendent	FLSA STATUS	Non-Exempt
APPROVED BY	<i>General Manager</i> _____ <i>Date</i> _____ <i>Human Resources</i> _____ <i>Date</i> _____		

The following are essential functions of this position and not intended to be all-inclusive. An employee may be directed to perform other related job duties and responsibilities. SEC reserves the right to revise or change the job duties and responsibilities as the need arises. This position description will be updated accordingly. This position description does not constitute a written or implied contract.

POSITION SUMMARY

Under the direction of the Line Superintendent, this position is responsible to ensure the efficient operation of the Automated Metering Infrastructure (AMI) in association with the business objectives of the Cooperative by maintaining, installing, repairing, and coordinating the AMI related activities of the Cooperative. Responsible for solid understanding of the Power Line Communication (PLC) technology. The position also includes daily activities associated with Staking and Materials. As needed, provides company-wide and departmental support as directed and any other functions and requirements deemed necessary by the supervisor.

ESSENTIAL FUNCTIONS

AMI Technician

- Shall be familiar with all safety policies, rules, and regulations of SEC and ensure that they are followed.
- Responsible for the accurate programming and placement of AMI meters.
- Responsible for managing the AMI System as a whole.
- Monitor various reports and alarms within the AMI System
- Stay up to date on AMI and metering technologies and make recommendations for upgrades and AMI system improvements.
- Tests, repairs, and programs AMI meters and communication equipment to ensure accurate meter readings.
- Installs, maintains, replaces, and troubleshoots (single- and three-phase) meters,

metering devices, and other AMI equipment.

- Report outages, high/low voltage, damaged equipment, or safety concerns as observed in the field.
- Assist in the maintains records of meters received, tested, repaired, and retired, and relays data to appropriate Cooperative personnel and provides accurate compliance reports as required by regulatory and cooperative management.
- Responsible for the data inputting, analyzing, and reviewing of projects related to the position.
- Perform the design and construction of special metering installations.
- Assist in the solar application process.
- Provide customer service as needed, including responding courteously to consumer's comments and complaints, resolving problems within the scope of this position, and referring specific problems/inquiries to appropriate Cooperative personnel.

Staking Technician

- Perform all facets of line staking, including, but not limited to, construction work plan projects, and pole replacement.
- Prepares staking sheets and material pick lists for jobs.
- Enter all materials for proper inventory control and accounting.
- Obtains and documents right-of-way easements and permits.
- Reviews and corrects Construction assemblies and Continuing Property Records on a timely basis.
- Perform the maintenance of the Cooperative's mapping system by gathering data points for new equipment locations and documenting all equipment moves (transformers, OCR's) to keep the GIS system accurate and current.
- Regularly reviews and recommends disposition of Work Orders that are stagnant.
- Participates in the gathering, reviewing, and monitoring information pertinent to transformer loading, voltage drops, fault currents, line feasibility, sectionalizing, and load balance. Works with others in keeping the distribution system operating at maximum efficiency.
- Assist in line locates as needed or directed.

ESSENTIAL QUALIFICATIONS

- Ability to anticipate, identify, analyze, and resolve conflicts and problems.
- Proficient with computers and general office software.
- Accurate and detail oriented.
- Self-motivated with sound organizational and time management skills.
- Ability to communicate effectively verbally and in writing.
- Ability to positively interact with other department personnel, cooperative members, vendors, and the public.

- A valid New Mexico Driver's License and insurable record.
- Knowledge of applicable technical and regulatory standards that control operation of a rural electric cooperative.
- Must have demonstrated knowledge of the RUS uniform system of accounts, RUS specifications, National Electrical Code, National Electric Safety Code, EPA, OSHA Rules and Regulations, and the NM State Electrical Code.

EDUCATION / EXPERIENCE

- High school diploma or equivalent.
- Advanced training in metering and meter testing.
- Preferred 5 years' experience in RUS Electric Utility Distribution operation and construction.
- Training in spotting line hazards and meter tampering.
- Associate degree in a related technical area is highly desired.

PHYSICAL REQUIREMENTS

- Must pass pre-employment physical and drug screening test.
- Visual color discrimination is required to differentiate wire and parts colors.

WORK CONDITIONS

- Work in both an office environment and in the field.
- Requires travel throughout the Cooperative's service territory, and occasionally working long days to meet deadlines.
- Will be exposed to hazards associated with weather conditions and consumers' animals.
- Must be able to lift 50 pounds, and duties may entail walking, stooping, crawling, climbing, kneeling, and working in awkward positions and enclosed spaces.

Acknowledgements

Supervisor _____ *Date* _____

Employee _____ *Date* _____