

METER DATA MANAGEMENT TECHNICIAN SOFT SKILLS AND FIELD REQUIRMENTS

Hire Date	Employee ID	Employee Name

Meter Data Management Technician – Soft Skills and Field Requirements**Career Path Statement of Duties**

In order for a Probationary Meter Data Management employee to become eligible for consideration for promotion to Full Status Meter Data Management Technician, the employee must show consistent conformity with the outlined job description and satisfactorily complete the training, and task requirements of a Meter Data Technician within six months of employment.

Energy Services Essential Statement of Safety

The City of Kings Mountain Energy Services Department requires that all employees perform their duties in a manner that puts “SAFETY FIRST”. The safety and wellbeing of our employees and the general public will always be first priority. As an Electric Employee this person must follow, first and foremost, the General Safety rules of the City, the Energy Services Safety rules, the Electric Division specific safety rules and PPE requirements, as well as the Occupational Safety and Health Administration safety rules and requirements as it pertains to their daily duties and activities on the job. It is also encouraged that each employee put safety first while performing personal activities while off the job.

Date	Safety	Employee Signature indicates full understanding	Supervisor
	Essential Statement		

Meter Data Management Technician – Job Description**General Statement of Duties**

An employee in this position performs responsible skilled work in the management of meter data from the AMI system along with any manual meter reading needs. Works as a customer service representative by notifying customers of abnormal usage information from the AMI system. Works with the Electric, Natural Gas and Water Division employees with ensuring the AMI metering equipment is working properly. Works with the Billing Department in ensuring all reads are reported for billing purposes.

Distinguishing Features of the Class

Works as a customer service representative by notifying customers of abnormal usage information from the AMI system. Works with the Electric, Natural Gas and Water Division employees with ensuring the AMI metering equipment is working properly. Works with the Billing Department in ensuring all reads are reported for billing purposes.

METER DATA MANAGEMENT TECHNICIAN SOFT SKILLS AND FIELD REQUIRMENTS**Additional Job Duties**

This employee performs any other tasks essential to the Electric Division and /or City needs, deemed necessary by supervision, in a professional manner.

Knowledge's, Skills, and Abilities

This employee shows considerable knowledge of the system, tools and equipment used in the installation, replacement, and maintenance of AMI collection system. This employee should have considerable knowledge of City Streets and surrounding area. Knowledge of the hazards associated with working around electric, natural gas and water metering equipment and other field related work hazards and the associated safety precautions. This employee has the ability to establish and maintain effective working relationships with supervisors, co-workers and the public. This employee must be able to read service manuals and to understand and follow oral and written instructions. This employee should have moderate computer skills with working knowledge of excel, word and outlook. This employee should have the ability to take data and deduce potential anomalies and take appropriate action.

Physical Requirements

This employee must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions. As well as possess the visual acuity to inspect fusions joints, read utility maps and diagrams, read measurement devices, and prepare records and calculations.

This employee must also be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Desirable Education and Experience

An employee in this class should be a high school graduate and be familiar with the basic utility metering systems and functions or an equivalent combination of education and experience. Possession of a valid Driver's license is required.

Date	Soft Skills	Description	Supervisor
	Job Description	Ability to perform and adherence to Job Description	

METER DATA MANAGEMENT TECHNICIAN SOFT SKILLS AND FIELD REQUIRMENTS

The above listed employee has successfully completed the Meter Data Management Technician Soft Skills and Field Training Requirements within the first six months of employment. This employee is now qualified for consideration for promotion to Fully Recognized Meter Data Management Technician status and consideration for future supervisory positions within the Electric Division:

Date	Title	Signature
	Meter Data Management Supervisor	
	Electric Superintendent	
	Energy Services Director	

The above listed employee has not successfully completed the Meter Data Management Technician Soft Skills and Field Training Requirements within the first six months of employment. This employee is no longer eligible for a position in the Energy Services Electric Division.

Date	Title	Signature
	Meter Data Management Supervisor	
	Electric Superintendent	
	Energy Services Director	

Employee Status

- **Department:** Energy Services
- **Job Title:** Meter Data Management Technician
- **Compensation:** Grade 13A – 13Q (Hourly Position)
- **Normal Working Hours:** 7:30am – 4:00pm
- **Job Location:** 1013 N. Piedmont Ave (Citizens Service Center)
- **After Hours:** Subject to call back and extended work hours as needed
- **Supervisor:** Supervisor of Meter Data Management