



JOB DESCRIPTION

POSITION:	GENERATION & METERING TECHNICIAN I	CIVIL SERVICE:	NO
DEPARTMENT:	ELECTRIC	FLSA STATUS:	NON-EXEMPT
REPORTS TO:	ELECTRIC SUPERINTENDENT	PAY GRADE:	R 21

SUMMARY:

Under direction to perform a wide variety of skilled operation maintenance and repair activities at the electric utility generation plant to include electric and water meter installation, reading, testing and repair.

SUPERVISES:

N/A

EQUIPMENT USED:

Vehicles, standard office equipment and other powered equipment to perform a variety of job requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Operates and maintains all generating engines and related equipment.
- Operates and maintains the plant SCADA system.
- Inspection and maintenance of electric substations.
- Maintains surveillance of electric system, identifying abnormal conditions and taking appropriate corrective actions.
- Takes periodic readings from gauges and meters associated with the generating system, maintains records and prepares reports.
- Takes periodic readings from electric and water meters following an established route and performs read-in/read-out functions as directed.
- Tests, adjusts, repairs and installs meters; assists with maintenance of all meter records.
- Responds to and investigates complaints of faulty meters/high billing; checks demand bills.
- Delivers customer disconnect notices and performs monthly shut-offs due to non-payment.
- Coordinates and maintains inventory for Electric and Network Services departments.
- Performs random internal audits and prepares inventory reports for supervisors.
- Follows established procedures for disposal of PCB material in accordance with EPA regulations.
- Coordinates repair, disposal and/or sale of damaged or excess transformers and other surplus equipment and supplies.
- Performs routine maintenance and custodial work at the plant building and grounds and at various substations.
- Responsible for safety within and around all IMU facilities and work sites.
- May provide emergency assistance to field crews and other related work as requested.

- Follows OSHA procedures to ensure safety policies and procedures are enforced for the protection of the crews, co-workers and public.
 - Available for 24-hour emergency on-call rotation.
-

MINIMUM QUALIFICATIONS:

- High school graduation or equivalent and two (2) years of experience in the operation and maintenance of specialized, complex machinery, and equipment involved in electrical generation is preferred.
 - Ability to obtain a Class A with air brake endorsement commercial driver's license issued by the State of Iowa within 60 days of hire.
 - Knowledge of substations and ability to operate and maintain them.
 - Thorough knowledge of the machinery and equipment operated in an electric generating plant.
 - Knowledge of basic modern principles of electric generation theory and methods including safety practices and rules.
 - Knowledge of ordinances, regulations, practices and methods concerning meter maintenance, installation, testing and repair.
 - Ability to understand and work with wiring plans, drawings and diagrams.
 - Ability to work odd or unusual hours and to respond "on-call" during specified periods of time.
 - Subject to a post-offer physical, physical capacity test, drug and alcohol screening and background check.
-

REQUIRED PHYSICAL ACTIVITIES:

- Ability and dexterity to work with and make fine adjustments to small mechanical devices.
 - Ability and dexterity to work in confined places.
 - Ability and strength to perform all phases of operation and maintenance of the complex and specialized equipment and machinery.
 - Ability and dexterity to work in a safe and efficient manner around energized lines and equipment.
-

PHYSICAL REQUIREMENTS:

- Driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, felling, hearing, and repetitive motions.
 - Sitting approximately 5 percent of the time.
 - Sitting and using arm/leg controls 25 percent of the time.
 - Standing (but not walking) 15 percent of the time.
 - Standing and walking 55 percent of the time.
 - Frequently lifting objects up to 10 pounds.
 - Routinely lifting objects up to 50 pounds.
 - Occasionally lifting objects over 50 pounds.
-

ENVIRONMENTAL CONDITIONS:

The work is performed inside and/or outside and includes being exposed to extreme heat/cold, noise, vibration, mechanical hazards, chemical hazards, oils, confined spaces, and darkness or poor lighting

conditions, and isolation. Ability to perform work in severe and adverse weather conditions for extended periods of time.

VISION REQUIREMENTS:

The minimum standard for use with those whose work deals largely with reading, visual inspection involving small defects, small parts, operation of machines (including inspection).

EQUAL OPPORTUNITY EMPLOYER:

The City of Indianola and Indianola Municipal Utilities is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

The City of Indianola and Indianola Municipal Utilities reserves the right to change this job description at any time.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge receiving a copy of my job description. I understand the requirements, essential functions and duties of my position. I understand that should I have any questions regarding my position, I should ask my supervisor or human resources.

Print Name

Signature

Date