



INTERCOUNTY ELECTRIC COOPERATIVE ASSOCIATION

Your Touchstone Energy® Cooperative



Title:	Metering Coordinator
Grade:	9
Position Code(s):	012-013
Department:	Engineering
Status:	Full-Time
Exemption Status:	Non-exempt (hourly)
Reports To:	Director of Engineering
Supervisory Responsibilities:	None
Work Location:	Licking
Effective Date:	November 3, 2020
Replaces (Effective Date):	March 14, 2011

General Summary: The job function of the Metering Coordinator is to oversee the maintenance function, data collection, and reporting of the Cooperative's meters and associated equipment. This includes software, databases, and operation of the Cooperative's Automated Meter Reading System (AMR). In order to create a consistent, and efficient work flow in conjunction with the Dispatch Supervisor, the Metering Coordinator position will be located in the dispatch office.

Essential Job Functions: *The following job functions are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinates and monitors system performance on an ongoing basis, and coordinates with field personnel for monitoring, repair and/or replacement of defective meters or metering equipment.
2. Develop, program and review processes for additions and modifications to existing metering databases.
3. Review meter readings and compare reports as necessary to verify accuracy of meter readings in addition to the identification and tracking repairs to meter equipment.
4. Review the metering databases as required for installations, disconnects, and transfers.
5. Attend meetings pertaining to AMR systems and metering programs.

6. Prepare reports on meter activities, maintains inspection records and histories.
7. Schedule special reading as required to support the work of the other personnel within the cooperative.
8. Reconciles and provides necessary information to others as required to correct inaccuracies of readings obtained from the AMR system.
9. Assists the Cooperative's Dispatch Supervisor with daily activities associated with the operations of our dispatch center. Examples of these types of activities are as follows:
 - A. Review reported outages within the Cooperative's Outage Management System(OMS). Verify reported outages and contact field personnel to respond to reported outages.
 - B. Perform data entry within the OMS system associated with known outages. Entries of this type would include personnel assigned to reported outages, verification of outage restoration and assigning cause codes and closing outages as required.
 - C. Receive, assign and process member initiated maintenance requests and service orders reported to dispatch. This will include assigning work requests to the appropriate field personnel, reviewing completed service orders and closing service orders upon completion.

Job Requirements:

Education and Experience:

1. Requires a high school diploma or equivalent.
2. Related Associates Degree preferred

Certificates, Licenses, Registrations:

1. Prior to operating a cooperative owned vehicle, individual must obtain a valid Missouri Class E license.

Preferred:

1. Terminology and hardware of the metering programs and systems utilized by the Cooperative.

Knowledge, Skills and Abilities:

1. Capable of developing a thorough understanding of principles involved and proper program methods.
2. Detailed knowledge and work experience with the Cooperative's Customer Information System.
3. Have working knowledge related to computer data base and spreadsheet applications.
4. Ability to communicate with others verbally and in writing.

Physical Demands:

1. Employee lifts/carries 16 pounds occasionally (34%-100% of the time).
2. Employee lifts/carries up to 13 pounds frequently (34%-66% of the time).
3. Ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents to operate equipment, and to perform other duties as assigned.
4. Ability to hear in the normal audio range with or without correction.

Work Environment:

1. Tolerate prolonged periods of performing repetitious work.
2. Work in all types of weather conditions.
3. Hours worked may be in excess of 8 hours per day or 5 days per week.
4. Environment is busy and individual will need excellent organizational and stress management skills to complete the required tasks.