

**MERCED IRRIGATION DISTRICT
METER/RELAY FOREPERSON**

FLSA STATUS – Non-Exempt

Bargaining Unit – IBEW, Local 1245

Classification Level – Per IBEW Electric Wage Schedule

DEFINITION:

Under general supervision, plan, lead, supervise, and perform testing, installing, repairing and maintaining District metering and system relays.

ESSENTIAL FUNCTIONS OF THE POSITION

- Ensure that work is done in accordance with accepted standards and safe work practices.
- Monitor, direct workflow, and perform a variety of skilled electrical and mechanical work involved in construction, maintenance, and troubleshooting of electrical metering and relaying systems.
- Promote safety practices and maintain good housekeeping (i.e. general cleanliness of worksites, vehicles, and equipment) and assure that proper tools are available and in good working order.
- Determine work priorities, methods, and techniques preparing a daily work plan for metering and relay personnel and participate in and supervising relay and metering work.
- Maintain single and polyphase meters, power plant meters, substation meters, and intertie meters.
- Develop program(s) for solid state metering for field programming.
- Install and maintain Automated Meter Reading (AMR) systems, pulse recorders, and other metering ancillary equipment.
- Install three-phase metering and current transformers in electrical panels (0 to 600 volts).
- Program and install relays for substation feeder breakers, capacitors, and switchgear.
- Troubleshoot and rewire metering equipment in energized panels.
- Install and test relays, contactors, motors and associated equipment in substations and on the transmission and distribution system.
- Perform electrical tests and repairs concerned with maintenance and performance evaluation of in-service relays to prevent and remedy abnormal behavior or failure of transmission and distribution lines and equipment.
- Connect test apparatus to troubled circuit(s).
- Analyze test results and interpret electrical diagrams to located defective relay.
- Open and close switches to isolate defective relays and makes adjustments or removes relay for repair.
- Test circuit and equipment to evaluate such factors as insulation quality.
- Analyze test data to determine performance characteristics of relays and effect of system modifications on relay performance.
- Program settings for various electric line equipment, such as capacitors, breakers, reclosers and switchgear.
- Perform related duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Knowledge of basic electrical and mechanical theory.
- Knowledge and application of principles and practices of supervision, training, and performance coaching.
- Long term goals established for MID's Metering and Relay plan.

METER/RELAY FOREPERSON

- Methods, materials, equipment, and tools used in the installation and testing of electric meters.
- Record-keeping and reporting procedures consistent with NERC Requirements.
- Terminology and mathematics associated with department functions.
- Maintain focus on long term goals established for MID's metering/relay plan.
- Hazard analysis and safety precautions.
- Principles of supervision, training, and performance evaluation.
- Must have thorough knowledge of metering systems and principals of relay fundamental and have ability to grasp training for rapidly changing metering technology.
- District Safety Rules.
- Department policies and procedures.

Ability to

- Work with various computer software, including Microsoft Suite, timekeeping systems, and the District's work order system(s).
- Effectively plan, organize and prioritize a constantly changing workload in order to assign jobs effectively as possible.
- Establish and maintain cooperative relationships internally and externally with those contacted in the course of work.
- Communicate clearly and concisely both orally and in writing demonstrating teamwork and cooperation with an emphasis on getting the job done safely.
- Keep accurate and detailed technical records and prepare reports.
- Respond to emergency situations and be on call as assigned.
- Prepare detailed work plans and manage same.
- Ability to analyze and solve a wide variety of electrical as well as mechanical problems.
- Keep accurate and detailed records to meet NERC and other regulatory compliance.
- Make estimates of materials and costs.
- Ability to observe District Safety Rules
- Work alone or in a group setting.
- Perform duties within the established MOU (memorandum of understanding)

SPECIAL REQUIREMENTS:

- Recognized status as a Journey level Electrician –OR– Recognized status as a Journey Level Lineworker or any combination of experience and training that would provide the required knowledge and abilities.
- A Department of Motor Vehicles "Driver Record Information" print-out will be required at time of hire and throughout employment. Must be enrolled in District's DMV pull-notice program.

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MINIMUM QUALIFICATIONS:

EDUCATION:

Any combination of training that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma, or equivalent, and additional vocational school training specific to the Electrician trade.

EXPERIENCE:

Ten (10) years of increasingly responsible experience in the operation of electrical system and construction repair, **OR**

- Completion of a recognized apprenticeship as an electrician **AND** four (4) years' experience performing the work of an electrician **OR**
- An Associates of Arts or Certificate of Arts Degree in Electrical Technology may be substituted for two (2) years of the required experience.
- Experience leading staff or crew is highly desired.

Successful completion of the following training:

- Certification of Hazardous Waste Operations and Emergency Response (HAZWOPER) 29 CFR 1910.120 (40 hours).
- Forklift certification.
- Eight (8) hours Department of Transportation manifesting and labeling training.
- Control of Hazardous Energy.
- Eight (8) hours of annual HAZWOPER refresher training in compliance with mandated regulations.
- Annual cardiac pulmonary resuscitation, AED, and first aid training and certification.

TYPICAL PHYSICAL ACTIVITIES:

- Travels frequently by motor vehicle in the conduct of District business.
- Communicates orally with District employees and the public in face-to-face, one-on-one and group settings.
- Working at heights, confined spaces, and with live electricity.
- Regularly uses a telephone and radio for communication.
- Uses office equipment such as a desktop computer, laptop, copiers, and FAX.
- May sit or walk for extended periods of time.
- May walk in uneven terrain, in an outdoor environment, in varied weather conditions in the conduct of District business.
- Operate District vehicles and equipment used in construction, maintenance, and repair work.
- Must be able to push, pull, reach, and lift equipment and parts weighing up to fifty (50) pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and/or weed abatement chemicals, and significant temperature changes between heat and cold.
- Hearing and vision within normal limits with coordination sufficient to maintain good awareness during maintenance and construction jobs.

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Sitting:	Remains in a seated position for up to eight (8) hours per day.
Standing:	Remains in a standing position for up to eight (8) hours per day.
Hands/Arms:	Operates vehicles and equipment for up to eight (8) hours per day. May require fine finger manipulation.
Lifting:	Raises and lowers supplies and equipment up to fifty (50) pounds.
Stooping:	Bends body downward and forward by bending at the knees or waist
Talking:	Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing:	Hears well enough to receive communications in person and by telephone.
Vision:	Operates vehicles and office equipment.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 75% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Per the Memorandum of Understanding (MOU).
- Most work performed in an outside environment with exposure to dust, dirt and significant temperature changes between heat and cold.

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Document concisely, accurately and timely.