

# AMI Technician



Posted: March 16, 2021 | Deadline: **Sunday, March 28, 2021 5:00 PM CST**

Job Type: Full-Time | FLSA Type: Non-Exempt/Hourly

## Position Summary

The primary role of the AMI Technician is to maintain the metering database for monthly billing and ongoing meter troubleshooting. A successful AMI Technician has strong analytical skills with a keen sense for details. This position interfaces with multiple departments and requires someone who can work independently as well as cohesively with team members. Precise data entry and system auditing is an integral part of this job. Qualifying candidates must be able to read and interpret printed and digital maps, learn TECI's territory, and be able to meet or exceed the requirements outlined in the job description below.

The ideal candidate would possess a strong desire to live and work in rural west Texas and care deeply about the mission and values of a rural electric distribution cooperative.

## Work Hours/Conditions

- Typical work hours are Monday – Friday; 6:30 am – 3:30 pm with a one-hour lunch break.
- Off-schedule work hours are required when monthly billing falls outside of regular work schedule.
- Most work takes place in a controlled office environment; however, in-field work is required occasionally.

## Education/Experience

- High school diploma or equivalent is required.
- Certified technical courses in AMI metering are required; 10 years of AMI experience may be substituted in place of degree or certification.
- Minimum 3 years of electrical distribution related experience is required.
- General knowledge of distribution systems as related to AMI is desirable.

## Certification/Requirements

- Must complete Northwest Lineman College 2-year meter program within three (3) years. Program cost covered by Cooperative.
- Must possess a current driver's license and maintain an insurable driving record.
- Must be able to complete and pass CPR and First Aid training.

**Please see full job description below for further details.**

## Cooperative Overview

Taylor Electric is an equal opportunity employer and drug-free workplace that has been established in 1939. We serve the Big Country area covering 13 counties with a strong business acumen, commitment to our community, and, above all, dedication to providing reliable service our members.

## How to Apply

- A professional resume and employment application are required to apply for this position.
- Click [here](#) to access the employment application or visit our careers page at [www.taylorelectric.com/careers](http://www.taylorelectric.com/careers).
- Submit your information through email, mail, or delivery. [careers@taylorelectric.coop](mailto:careers@taylorelectric.coop), mailing address below
- **Applications submitted after the deadline will not be considered** unless further applications are required.
- For more information call our Human Resources department at 325-793-8539

# JOB DESCRIPTIONS

## Taylor Electric Cooperative, Inc.

**Job Title:** AMI Technician

**FLSA Status:** Non-exempt

**Job Codes:** TEC: 20CA | NRECA: 54-7422

**Department:** Engineering

**Sub-department:** Metering

**Date Revised:** March 2021

### 1. Objective

- a. Oversees and maintains AMI database, meter database (MDMS), related systems, and all associated computer software/ hardware to ensure system integrity and operations.
- b. Creates and updates all AMI operational procedures for the Engineering Services group.
- c. Coordinates usage data from AMI with billing department, ensuring daily, weekly and monthly meter reads are accurate and complete.
- d. Extracts data from various systems and databases to produce reports for use in decision making, troubleshooting, and engineering studies.
- e. All above objectives are expected to be performed with the Cooperative's best interest in mind and in line with the Core Values.

### 2. Essential Job Functions

- a. Maintains all revenue meter programs and configurations for members, per the rates and tariffs, to ensure proper billing.
- b. Performs daily review of AMI system to identify issues and review metering health and read accuracy.
- c. Investigates/troubleshoots unusual, or missed, meter readings, AMI system failures, and customer complaints.
- d. Creates service orders to resolve issues identified in analytics.
- e. Coordinates to see that meter readings gathered are properly entered into the consumer information system.
- f. Functions as the subject matter expert (SME) on AMI issues, receives training from AMI vendors, and provides technical support and training to other identified employees on the operation of the AMI system.
- g. Champions TECI Core Values, and Engineering department values.
- h. Knows, understands, and performs all duties in accordance with accepted safety rules, regulations, and practices and enforces these rules on others who may be assigned to them.
- i. Is prepared to work on short notice on various projects not necessarily within stated responsibility

### 3. Reports to

- a. Substation and Metering Manager

### 4. Supervises

- a. This is not a supervisory position

### 5. Job Specifications

- a. Mathematical Skills – Must have the ability to apply basic concepts such as fractions, percentages, ratios, and proportions to practical situations.
- b. Reasoning Ability – Must have the ability to define problems, collect data, establish facts and draw valid conclusions. Will be expected to obtain and present the necessary facts to create a cost/benefit oriented business case for proposed actions to the Engineering Director.
- c. Communication Skills – Must have ability to read, analyze, and interpret technical procedures, and governmental regulations. Must have the ability to write reports, technical forms, and business correspondence. Must have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- d. Language Skills – Must have the ability to read, write and speak the English language.
- e. Computer Skills – Must have strong knowledge or ability to learn AMI software, SEDC consumer information system. Must be able to utilize PC systems and related software applications. Must have a working knowledge of Microsoft Suite (Outlook, Word, Excel), email, and internet usage.

*(Job Specifications continued...)*

- f. Other Skills – Must have the ability to learn TEC’s service area and distribution system. Must have the ability to learn and understand the installation of transformers, wiring of transformer banks, regulators, capacitors, and other special equipment.
- g. Personal Characteristics – Must be a team player and continually represent TEC in a positive manner. Exhibits a willingness/ability to accept increasing responsibilities and continual job training.
- h. Physical Characteristics – Will be required to regularly sit and frequently stand and walk. Must be able hear. Will be required to lift up to 30 pounds. Will be required to use hands and fingers to handle or feel, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. Must possess general dexterity to operate a personal computer, telephone, and office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- i. Working Conditions – Work mainly takes place in an office with a controlled environment. Noise level is usually moderate. In-field work will be required from time to time. The employee may be occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually moderate. Work will be primarily inside. Any work performed outside could occur in adverse weather conditions. There is a risk of cuts, bruises, sprains, fractures or loss of body members. There is also a risk of burns or electrical shock that could result in injury or death. Position requires local, state-wide and national travel from time to time.
- j. Working Hours – Average work week consist of five (5) eight (8) hour days. Regular work schedule is Monday – Friday, 6:30 am to 3:30 pm with a one (1) hour lunch. Work regularly scheduled hours, although weekends, evenings and holidays may be required to meet deadlines or to attend meeting or conferences. Overtime may be required in emergency situations or times of high work volume. Work on weekends, evenings and before/after normal working hours may be required.

## **6. Education and Experience**

- a. High School diploma or equivalent is required.
- b. Technical courses in AMI metering (certification preferred) required; 10 years AMI experience may be substituted in place of degree.
- c. Minimum 3 years of electrical distribution related experience required.
- d. General knowledge of distribution systems as related to AMI is desirable.

## **7. Licenses and Certificates**

- a. Must complete Northwest Lineman College 2-year meter program within three (3) years. Program cost covered by Cooperative.
- b. Must possess a current driver license (or have reliable transportation to and from work) and have and maintain an insurable driving record.
- c. CPR and First Aid Certification (on-job training provided)

## **8. Remarks**

- a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary by the Chief Executive Officer.