



INTERNAL JOB POSTING

Job Title: AMI Technician

Location: Kaufman

Posting Date: 05/08/2025 – 05/22/2025, 5:00 pm

Summary

Acquiring and analyzing read data and reporting results from multiple billing platforms and AMI systems. This will include troubleshooting AMR equipment at the property and substation level, as well as database maintenance. You will need the ability to work both independently and as part of a team, and to quickly learn new technologies and processes.

Responsibilities and Authorities

Within the limits of approved board policies, operating guides, and procedures, assumes responsibility and has commensurate authority for the following activities:

- Ability to recognize and report hazards associated with electrical distribution lines and structures.
- Ability to identify voltages associated with specific electrical distribution lines.
- Properly inspects and maintains all Personal Protective Equipment and tools prior to each use.
- Proficient at bucket rescue and attends annual bucket rescue training.
- Disconnects customer's service for non-pay delinquent account.
- Reconnects customers that have been disconnected for non-pay delinquent accounts.
- Demonstrates the safe and proper use of an insulated extendo stick.
- Refuse transformers or line fuses with the proper fuse size.
- Connects and disconnects transformers and refuse transformers safely.
- Properly inspects primary and secondary overhead lines prior to refusing a source switch.
- Demonstrates the safe and proper use of a voltmeter.
- Reports member questions or complaints to the proper departments on such matters as high bills, desired location of new services, power outages, low voltage, security light outages, or hazardous conditions on the system, etc.
- Inspects meters and connections for defects, damage, and unauthorized connections. Promptly reports any irregularities to AMI Supervisor.
- Submit service orders to the maintenance team and inform the property owner that it has been submitted for repairs.
- Provide support for field technicians when necessary.
- Provide maintenance of all AMI substation and metering point equipment.

- Tests, installs, sets, removes, reconnects, disconnects, maintains, and makes repairs on all non-demand AMI meters.
- Test and maintain all AMI equipment in substations and metering points.
- Performs meter testing using appropriate meter testing devices.
- Checks inactive accounts periodically or as directed by supervisor(s) for any illegal conditions which may be present in the field and report such findings.
- Follow personnel and safety policies, procedures, and regulations.
- Exercises a high degree of discretion and emotional control during periods of extreme stress in working with members, Board members, employees, and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff, and oversight agencies.
- Demonstrate the safe and proper use of a tree saw while cutting tree limbs.
- Demonstrates how to inspect, setup and climb a ladder to perform work at elevated heights.
- Regular and predictable attendance is an essential function of this position, with or without reasonable accommodation.
- Perform any other duties as assigned by the AMI Supervisor, Dispatch/AMI Superintendent, Assistant Engineering Manager of Automation, Engineering Manager, Director of Engineering & Operations, Assistant General Manager/COO and/or General Manager/CEO

Education

High school graduate or equivalent. Completed CPR, First Aide, and aerial lift rescue training.

Experience

Previous experience with a utility preferred but not required.

Job Knowledge

Continue to gain job knowledge pertaining to metering and the AMI system. Increase knowledge of service area and metering. Know and understand tariff policies that apply to AMI Department. Must successfully complete Aclara SCE Maintenance course within one year.

Abilities

Must be able to read, write and do arithmetic. Must be able to drive automotive equipment and maintain a current class "C" driver's license applicable to class of vehicle to be driving and must have thorough knowledge of applicable traffic laws and rules governing safe driving practices. Must be able to operate and maintain vehicle(s) in a safe and efficient manner. Must be able to remain insured as a driver by the Cooperative's group liability policy. Must have the ability to meet expectations and requirements of the AMI task manual. Must have the ability to read service orders, maps and other required documents.

Working Conditions

Must reside within the assigned service district, but not limited to the TVEC service area. Must be able to work evenings, weekends, on-call rotation and in emergency situations. Will require travel within and outside the cooperative service area. Required to work under adverse conditions, such as extreme heat or cold, high winds and storms. May frequently be required to work in rough terrain, heavy underbrush, holes in ground, no or low lighting, pets, wildlife, insects, and poisonous vegetation. Will use shovel, hammer, pliers, tamp and other basic hand tools frequently. Must wear approved clothing and required personal protection equipment.

Work Limitations

The AMI Technician may perform such duties as checking voltage, setting, or removing meters in an energized meter base, and may use an extendo stick (live-line tool) from the ground while trimming trees,

refusing transformer or tap fuses. **This classification may not perform any energized work in meter bases over 300 nominal volts.NO EMPLOYEE REGARDLESS OF CLASSIFICATION, SHALL PERFORM WORK ON ANY CIRCUIT ENERGIZED AT MORE THAN 300 VOLTS UNLESS ACCOMPANIED BY ANOTHER QUALIFIED EMPLOYEE.** This classification may take call if the supervisor deems the employee qualified and they are proficient in bucket rescue.

Physical Requirements

Work may require exertion of up to 50 pounds of lifting occasionally and/or a negligible amount of force frequently. Light lifting of generally 25 pounds or less is common. Job requires standing, walking on uneven terrain, climbing, balancing, stooping, kneeling, sitting at a desk or driving in a vehicle. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Due to the nature of an electric utility, all employees are subject to working extended hours, holidays, nights, and weekends with or without notice.

How to Apply

Internal candidates are to notify the Human Resources Department of their interest.

External candidates may apply at any TVEC office, www.tvec.net; submit resume and online application to email address below:

Melissa Lewis
lewism@tvec.coop
fax: 469-376-2241