



Substation and Metering Compliance
Position Description
Effective: May 2024

Classification:	Non-union	FLSA Status:	Non-Exempt
NRECA Job Code:	52-5421	Employment Status:	Full-time
Department:	Power Delivery	Location:	Bismarck/Dickinson
Reports To:	Substation Maintenance Manager	Supervises:	N/A

DISCLAIMER: THIS IS NOT INTENDED TO CREATE A CONTRACT OR BE AN ALL-INCLUSIVE LIST OF DUTIES. THIS DESCRIPTION MAY BE CHANGED AT ANY TIME WITHOUT NOTICE. IN ORDER TO MAXIMIZE FLEXIBILITY AND EFFICIENCY, EMPLOYEES MAY BE ASSIGNED ADDITIONAL DUTIES AS DEEMED NECESSARY. ALL PRIOR POSITION GUIDES OR DESCRIPTIONS FOR THE ABOVE LISTED POSITION ARE HEREBY REVOKED AND SUPERSEDED.

PURPOSE FOR THE POSITION:

Provide support with the review of metering data and equipment for completeness, trends, discrepancies, and other power data anomalies. To ensure accuracy and efficiency, this position validates revenue quality interval data and provides input on identified improvements or solutions per industry standards.

QUALIFICATIONS AND EXPERIENCE:

To perform effectively in this position, completion of an associate degree in industrial electrical, instrument and control, or electronics field is required. Closely related and progressive job experience may be substituted for educational requirements. Certification in meter installations, testing, and repairs is preferred. Enrollment and completion of the meterman's apprenticeship course is a job requirement. Must maintain first aid and CPR certification.

CORE COMPETENCIES:

- Promote safety in every activity and attend scheduled safety meetings as directed. Become familiar with and abide by the Cooperative safety rules and procedures.
- Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
- Review and abide by established policies and procedures of the cooperatives and associated entities.
- Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
- Accept and adapt positively to changes in the position and within the cooperative and associated entities. Develop a commitment to accept ongoing change.
- Be a positive influence within and outside the cooperatives and associated entities.
- Support the Cooperative's mission by staying current with information to cultivate and positively project the Cooperative's philosophy.
- Provide leadership that stimulates a high standard of morale among employees of the office by use of team spirit and enthusiasm.
- Accept responsibility for the duties of the position. Work diligently toward complete and accurate work assignments.

ESSENTIAL JOB FUNCTIONS:

- Perform meter testing and calibrations; perform maintenance in an accurate and timely manner. Notifies supervisor of damaged equipment or if tampering is suspected. Maintains accurate records of meter equipment tests.
- Assist in installation, testing, and necessary repairs of instrument metering equipment. Install wiring for CT and PT metering in accordance with REC, ANSI, and manufacture specification.

- In coordination with engineering and operations, work to install, operate, and maintain Instrument Transformers, AMR and SCADA equipment including substation metering.
- Ensures integrity of meter information inputted into AMR database.
- Conduct regular analysis with AMR to troubleshoot problems with meters and substation equipment.
- Routinely inspect substations, record observations, and make necessary repairs and corrections.
- Track trends and document inspection findings using approved technology and software.
- Assist with the installation, removal, testing, inspecting, evaluation, operations, and repair of all substation equipment; including but not limited to batteries, chargers, protection relays, power circuit breakers, circuit switchers, motorized and non-motorized switches, voltage regulators, oil and vacuum circuit reclosers and controls, instrument transformers, power transformers, reactors, capacitors and fiber optic communication.
- Performs any other duties assigned.

ESSENTIAL PHYSICAL REQUIREMENTS:

PHYSICAL REQUIREMENTS	0 - 24%	25 - 49%	50 - 74%	75 - 100%
Seeing: Read documents and computer screen and operate vehicle.				X
Hearing: Communicate in person and via telephone.				X
Standing/Walking: Walking, standing				X
Fingering/Grasping/Feeling: Use of pen, keyboard, tools				X
Climbing/Stooping/Kneeling, etc.: Stairs				X
Lifting: Able to lift a maximum of 50 pounds from the floor				X

WORKING CONDITIONS:

LOCATION	0 - 24%	25 - 49%	50 - 74%	75 - 100%
Indoors, In an Office		X		
Indoors, Warehouse/Shop	X			
Outdoors, Moderate/Extreme Weather Conditions				X
Working at Heights greater than 5 feet above the ground.	X			

REMARKS:

I have read my Position Description and understand my assigned responsibilities and have been given a copy of this Position Description. I also certify by my signature below that I can perform the essential functions of this position description either with or without a reasonable accommodation.

Accepted by: _____
Employee *Date*

Approved by: _____
Substation Maintenance Manager *Date*