

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

01/10/2013**ELECTRIC METER SETTER, 3822**

Summary of Duties: Journey-level Electric Meter Setters install, change and remove a large variety of electric meters and metering equipment on the premises of industrial, commercial, and residential consumers; and perform related work. Entry-level Electric Meter Setters receive classroom and on-the-job instruction and training, and work under close supervision assisting journey-level Electric Meter Setters in the performance of their duties.

Distinguishing Features: Employees initially employed as Electric Meter Setters are appointed to positions which are designated as temporary training positions under Civil Service Rule 5.30. As trainees, they receive extensive classroom and on-the-job training to acquire the knowledge, skills, and abilities required to perform all phases of journey-level duties. Trainees are supervised by a Transmission and Distribution District Supervisor with the close guidance of a journey-level Electric Meter Setter. Employment as a trainee is limited to eighteen months during which time the trainee is expected to successfully complete and demonstrate proficiency in all modules of the extensive course curriculum and pass a final competency examination to qualify for promotion to a journey-level Electric Meter Setter position.

The installation of metering equipment for large commercial and industrial consumers may be extremely hazardous since it often requires working on energized services in confined areas. Installations are usually made at the service connection or electric meter panel provided, and all meters are connected in accordance with standardized diagrams, the provisions of the City of Los Angeles Electrical Code, Los Angeles Department of Water and Power (LADWP) standards, and for the prevention of power theft. A journey-level Electric Meter Setter is primarily responsible for installing electric meters and accessories, however, employees in this class may also perform related electrical work such as running conduit and making service connections to complete an assignment; they may also instruct new employees in meter setting methods and the safe and proper use of equipment, and provide guidance and on-the-job training to trainees and other employees who assist in meter work. Assignments are received in the form of work requests which indicate the location and type of installation required.

Example of Duties: An Electric Meter Setter:

- Installs all types of self-contained and instrument-rated revenue electric meters including two and three wire single phase, and three and four wire polyphase, and related equipment;
- Makes up switchboards in connection with meter installations by arranging test and terminal blocks in existing panels using different color coded wires;
- Changes commercial services by installing larger cable and meters and new sequence meter setups;

- Installs current transformers and potential transformers on power and heavy capacity electric meters;
- Installs jumpers to isolate defective consumer equipment and maintain uninterrupted service;
- Connects services;
- Disconnects, moves, and reconnects meters at new locations or replaces obsolete meters;
- Assists consumers to locate and installs temporary service meters for new construction work;
- Checks installations to detect any violation of LADWP Electric Service Requirements and for any conditions hazardous to service and property of the LADWP;
- Verifies correct meter operation;
- Tests for voltage with approved testing devices;
- Performs photovoltaic installation;
- Occasionally determines/verifies consumer loads;
- May work on a line, service, and/or cable crew;
- Sets electric meters on consumers' premises;
- May closely supervise an Electric Craft Helper, Electric Distribution Mechanic Trainee, or Electric Meter Setter trainee assisting in meter work;
- Prepares and maintains material requisitions, material used, tool reports, time keeping records, attribute inputting reports, field orders, and other documentation;
- Secures meters from the storeroom and loads them on a truck;
- Drives a light pickup, panel, or service truck as an incidental assignment; and
- Occasionally helps an Electric Distribution Mechanic or shoots petty trouble.

Qualifications: Incumbents must have the following knowledge and abilities:

Knowledge of:

- The common types of electric meters and metering equipment, including test switches, transformers, current transformers, and test or sequence blocks;
- The LADWP Electric Service Requirements, General Order (GO) 95, GO 128, and all other applicable regulations;
- The interpretation of LADWP blueprints, diagrams and specifications pertaining to meter installation;
- LADWP Electric Service Requirements regarding clearances in front of switchboards and meters;
- The hazards involved in working on energized equipment and the proper safety precautions to use, including first aid, AED, and CPR;
- House wiring, wire and meter capacities, and the sections of the Los Angeles City Electrical Code relating to meter installation;
- The types of overhead and underground power circuits including primary and secondary;
- The fundamentals of electricity;
- Proper use and maintenance of electrical testing apparatus;
- LADWP operating orders, safety rules, and safe work procedures, including appropriate use of personal protective equipment.

The ability to:

- Use the necessary tools and materials in installing, removing, and changing temporary and permanent electric meters and related equipment;
- Keep routine records and make reports in both handwritten and electronic formats;
- Effectively use computer software programs for workflow processes, detailed entry, and reporting;
- Read and understand electric meter consumption and multiplier values;
- Communicate effectively orally and in writing;
- Understand and follow oral and written directions;
- Read and interpret wiring diagrams and LADWP prints/schematics;
- Deal tactfully with other employees and the public; and
- Work safely and carefully installing high and low-voltage electric metering equipment in confined areas.

Minimum Requirements:

1. Current employment with the City of Los Angeles and one year of full-time paid experience as a helper in an electrical trade. Successful completion of the LADWP-approved Hayden or Delmar's electricity course(s) may be substituted for six months of full-time paid experience; or
2. Completion of eight months as a Utility Pre-Craft Trainee (UPCT) with the LADWP performing duties as a helper in an electrical trade.

License: A valid California driver's license and a good driving record are required.

Physical Requirements:

Strength to perform average lifting of less than 50 pounds; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; arm, hand, and finger dexterity with bond hands involved in such activities as reaching, handling, and feeling; good hearing ability; and good eyesight, including the ability to accurately and quickly name colors, to differentiate colored wire, and free from other visual impairments that would restrict the ability to perform duties. Must be able to work at elevated heights and within confined spaces for extended periods of time.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and will depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.