

ELECTRIC METER SETTER (3822)

TASK LIST – 2022

1. Installs, changes to a different type of meter, removes, and/or replaces different types of: single phase electric meters; three and four wire polyphase electric meter; time of use and other recording meters; current transformers; potential transformers; conduit, cables and wiring needed for meters and associated equipment; other devices and equipment used with electric meters such as test switches and test blocks, which operate at voltages ranging from 120v to 4.8kv including setting in place, checking dimensions and alignment when necessary, placing and correctly adjusting bolts and other fasteners, making electrical connections using lugs and screws or other connectors or splices, testing voltage and/or amperage and/or other electrical quantities, and/or testing circuits and/or metering equipment.
2. Tests electrical circuits for load, shorts, grounds, open conditions, and proper insulation using meters such as multimeters, high potential testers, and A.C./D.C. current clamp probes.
3. Makes visual inspections to identify causes of interference with electrical service to individual industrial, commercial, and/or residential customers in order either to correct the problem or to notify the supervisor, the Electrical Service Representative, and/or the consumer that major work is needed.
4. Makes minor repairs to electrical equipment and circuits such as repairing meter boxes or replacing connectors or other parts using hand tools and/or portable power tools.
5. Splices or connects jumpers or temporary feeds in order to provide continuous service while meters are being changed using hand tools and/or portable power tools.
6. Installs temporary service meters for construction sites.
7. Maintains hand tools such as screwdrivers, pliers, strippers, hammers, wrenches, diagonal cutters, and hacksaws in condition for using, installing, maintaining, changing, and replacing electric meters, other electrical equipment, and wiring used in electric meter installations.
8. Sets, adjusts, calibrates, and makes minor repairs on testing and diagnostic equipment such as multimeters, A.C./D.C. current clamp probes, and high potential meters in order to use them correctly and to get accurate readings.

9. Observes operating meters for correct function and display.
10. Sets and/or adjusts time clocks on customers' premises in order to reduce power consumption during peak hours.
11. Tests line loads using testing meters in order to determine that service provided is sufficient for the customer's needs.
12. Checks installations and observes areas for possible violations of Department of Water and Power Electric Service Requirements.
13. Checks installations and observes areas for conditions which might be hazardous to people or to Department of Water and Power property in the area.
14. Discusses jobs with supervisors, Electric Service Representatives, and, occasionally, with customers or their representatives in order to arrange work activities and to resolve problems.
15. Advises supervisors, Electric Service Representatives, and/or customers about such situations as needs for major service or repair of equipment, possible hazards, and/or violations of Department of Water and Power Electric Services Requirements.
16. Uses Department Services requirements and wiring diagrams as a guide to correct and complete installation, inspection, and or change of electric meters and related equipment.
17. Reads maintenance manuals, Department's procedures manual and other resource materials as a guide for routine maintenance, use of security devices, and safety.
18. Uses computers and mobile apps to complete standard forms such as job reports, services records, and accident reports which are required by Department procedures.
19. Writes notes to supervisor or fills out forms to request or order parts, materials, and tools needed to install, change and/or test electric meters and related equipment so that necessary work can be done promptly.
20. Follows safety procedures for working in proximity to high-voltage equipment and/or with energized electric lines and equipment.
21. Follows Department procedures and State safety orders for having electric circuits de-energized in order to work safely with electrical equipment.

22. Follows government regulations and general safety procedures such as wearing protective clothing, hard hats, and/or safety shoes as needed; keeping work areas clean and clear; and ensuring proper ventilation when working in confined spaces.
23. Applies cardiopulmonary resuscitation or other appropriate first aid when needed for such conditions as electric shock, heat related illness, falls, and lacerations.
24. Uses the correct fire extinguisher or other methods for putting out or controlling fires which may occur in or in close proximity to electrical wiring and/or equipment.
25. Advises others who may be working with the Electric Meter Setter of correct safety procedures and sees that they are followed.
26. Advises others who may be working with the Electric Meter Setter of correct work procedures for installing, inspecting, testing, and/or changing electric meters and related equipment and in other Department regulations and procedures in order to use standard practices and to help establish good work habits.
27. Drives a truck in order to move material and tools between job locations.
28. Inspects and tests solar components.