

Electric Meter Setter Supervisor (3824)
Task List - 2020

1. Facilitates employees' work by ensuring necessary resources, such as tools, equipment, manuals, and work area are available in order to perform necessary meter operations.
2. Ensures that efficient and effective safety procedures are being followed, such as status of electrical circuits and high voltage equipment in order to safely work on electrical equipment and facilitate electric meter operations.
3. Supervises the installation and repair of different types of meters and metering equipment such as buildup, self-contained solar meters, cut flat meters, defective meters, and electrical connections in order to safely complete meter-related operations.
4. Verifies that crews are testing electrical circuits for load, shorts, grounds, open conditions, and proper insulation using devices such as multi-meters, high potential testers, and amprobes in order to ensure that proper policies and procedures are being followed.
5. Manages the maintenance of hand tools such as screwdrivers, pliers, strippers, hammers, wrenches, cutters, and presses in order to perform electric meter installations in a safe and efficient matter.
6. Ensures that field crews are familiar with State rules and regulations, such as the Department of Water and Power Electric Service Requirements and General Order (GO) 95 and 128 in order to achieve proper equipment installation.
7. Uses schematics and written guidelines, such as wiring diagrams, department specification, and department service requirements in order to instruct meter setters while verifying the complete installation, inspection and/or changes to electric meters and related equipment.
8. Uses computers to complete standard forms such as job reports, services records, and accident reports which are required by Department procedures in order to document and report detailed data.
9. Completes request forms to order tools and materials, such as electric meters, metering equipment, and safety equipment in order to provide the necessary resources to complete the job.
10. Communicates Equal Employment Opportunity information to employees, such as promotional opportunities, available trainings and/or developmental opportunities in order to promote employee development.
11. Plans, organizes, directs, coordinates, and reviews the activities of Electric Meter Setters and Electrical Meter Setter Trainees.
12. Selects, orients, assigns, trains, evaluates, and counsels employees using job-related criteria.

13. Determines staff development and leadership development needs in order to establish and maintain a work environment that enhances employee morale and productivity.
14. Discusses jobs with subordinate employees, electric service representatives, customers and/or other representatives in order to arrange work activities and to resolve problems.
15. Meets with subordinates to review work policies and safety procedures and to exchange information regarding the job or field operations.
16. Assists in the development and evaluation of training methods as related to the electric meter setter position.
17. Follows government regulations and general safety procedures such as wearing protective personal equipment as needed, and maintaining a safe work environment.
18. Contacts emergency responders and applies first-aid, such as applying CPR, using an automated external defibrillator (AED), and calling 911 or the department's electric trouble board to properly assist and respond as needed.