

Jurisdictional Class: Competitive  
Adopted: July 3, 1991  
Revised: April 23, 2010

**ASSISTANT ELECTRIC METER MAINTAINER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine technical work assisting in the care and maintenance of electric meters. Incumbents require technical aptitude and must be able to acquire knowledge pertaining to electric measuring devices. Tasks are performed under the direct supervision of a skilled Electric Meter Maintainer. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists in testing, repairing and recalibrating electric power consumption meters;  
Turns electric meters on or off as requested by consumers;  
Removes and resets meters on consumers' property;  
Assists in testing meters for ground or over readings;  
Answers "no light" calls, replaces blown fuses;  
Reads electric demand meters and resets demands;  
Computes customers' power loads on meters;  
Keeps simple records and makes verbal and routine written reports;  
Answers emergency trouble calls.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of the basic principles of electricity;  
Ability to acquire knowledge of the operation, construction, maintenance and repair of electric meters;  
Ability to read simple meters and measuring devices;  
Ability to record figures accurately and to submit simple written reports;  
Ability to follow simple oral and written directions;  
Courtesy and tact in dealing with the public;  
Mechanical aptitude;  
Manual dexterity.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and either:

- (a) One (1) year of experience as an Electrician, Electrician's Helper, Line Worker, or Line Helper; or
- (b) One (1) year of experience in assisting in the installation, operation, maintenance, repair, and calibration of electric revenue meters.

**SPECIAL REQUIREMENT:** Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.