

Jurisdictional Class: Competitive  
Adopted: July 3, 1991  
Revised: May 11, 2010

## **ELECTRIC METER SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is highly technical work involving the supervision of semiskilled and skilled technician personnel engaged in the maintenance, operation, calibration, installation, and testing of electric revenue meters, relays, controls, and peripheral equipment, including the termination and testing of high and low voltage cables. The Electric Meter Supervisor works under the general supervision of the Superintendent and/or Line Supervisor and is responsible for accurate measurement of electric revenue meters, compliance with regulatory and code requirements, and the proper installation, calibration, and operation of system relays and controls. Supervision is exercised over subordinate personnel. The incumbent does related work as required.

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

Supervises all metering personnel and assigns daily work regimen;  
Supervises and engages in the installation, testing, repair, and calibration of electric revenue meters;  
Researches load requirements, determines metering type required, and designs and effects installations at customers' properties;  
Supervises and engages in all types of meter testing, including inventory and detailed record keeping, to comply with regulatory and system requirements;  
Keeps inventory of all meters and parts, records meter inspections and repair costs, and contributes to the ordering of repair parts, instruments, test equipment, and related materials;  
Trains other employees in the installation, testing, data recording, repair, and calibration of electrical instruments and allied equipment;  
Supervises and engages in the installation, maintenance, and testing of substation metering and relaying/control equipment;  
Supervises and engages in the termination and testing of high and low voltage cables;  
Answers emergency trouble calls.

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

Thorough knowledge of the theory and principles of electricity as related to electric revenue metering, electric power system relaying, and load control with developed skills in the termination and testing of high and low voltage cables, including testing, calibration, repair, installation, and data collection;  
Ability to supervise, instruct, and train personnel in the above subject skills;  
Ability to follow complex oral and written instructions;  
Ability to work in harmony and coordination with peers and those under supervision;  
Good electrical and mechanical aptitudes;  
Technical ability to keep accurate records and prepare coherent, comprehensive reports;  
A desire to continue to advance technically and educationally in the field of electrical measurement;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience in the installation, operation, maintenance, repair, and calibration of electric revenue meters; two (2) years of which must have been in a supervisory capacity.

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