

## **ELECTRICAL METERING TECH**

### **WAGE RATE (Per Collective Agreement – E.L.K. Energy Inc./IBEW Local 636)**

***\*Preference will be give to those with Meter Technician Journeyperson Certificate, or those working towards their certificate in an apprenticeship position.\****

#### **Position Purpose:**

This position is responsible for maintenance, removal, replacement, troubleshooting, and/or installing metering installations, including representing E.L.K. Energy Inc. in reading and servicing new and existing meters. The position reports to the Supervisor, Engineering and Asset Management.

#### **Responsibilities:**

- Provide information to customers on metering requirements and liaise with customers regarding service requirements.
- Complete new and upgraded customer service layouts.
- Assess and diagnose meters and meter installations for problems that may affect billing integrity.
- Check and maintain meter and metering equipment inventory quantities, and accurate manual and computerized records.
- Install, maintain, remove, replace, troubleshoot, and field download data from metering installations including specialized and complex applications, such as I.E.S.O. registered metering.
- Perform complex meter installation verification and power quality testing and reporting to ensure metering accuracy.
- Perform in-shop meter programming, calibration, verification, statistical sampling, and troubleshooting.
- Collect and disconnect commercial/residential accounts; last attempt to collect account arrears by contact in field with customer, and disconnect meter if attempt is unsuccessful and reconnect accounts previously disconnected.
- Coordinate supply of electricity and customer activities with Operations and Customer Service Departments for new services and service upgrades.
- Record meter inventory transactions and maintain levels of equipment.
- Work with internal staff of all E.L.K. Energy Inc. affiliates, outside contractors and customers to ensure accurate and timely metering service.
- Prepare reports and assist in preparation of standards drawings, provide field information to resolve billing conflicts, etc.
- Processing improvement, safety, and work procedure development, training and implementation and audits in a quality assurance system environment.
- Support the apprentices in accordance with their logbook and departmental requirements. Participate and engage in Apprenticeship programs including providing feedback and mentoring apprentices.
- Responsible for a working knowledge and understanding of and make all efforts reasonable to work in accordance with and ensuring work is done in compliance with the appropriate safety legislation, EUSR rules, E.L.K. Energy Inc. policies and procedures and safe work practices that apply to the work while adhering to the internal responsibility system. Reports any unsafe conditions or observed unsafe work practices using E.L.K. Energy Inc. procedures.

- Be able to perform the essential duties of the position which include being physically able to handle metering equipment up to 50lbs. Working in both indoor and outside environments, and proficiency with hand and power tools in the construction of metering installations.

## **Skills & Qualifications:**

### **Education & Specialized Knowledge**

- Post-Secondary Diploma or Certificate in Electrical or Electronic Engineering Technology, or a Licensed Electrician in Ontario or recognized equivalent.
- MEARIE Meter Technician Journeyman certificate or enrolled is preferred.

### **Experience**

- Minimum 3 years related experience

### **Skills/Abilities/Competencies**

- Demonstrated ability to solve moderately complex problems.
- Knowledge of I.E.S.O. market rules.
- Advanced knowledge of Measurement Canada requirements, ESA and EUSR regulations.
- Sound knowledge of Ontario Electrical Safety Code.
- Experience and knowledge with meter installations including wiring, current and potential transformers, hardware, programming and electrical theory
- Valid Class "G" Driver's License.
- Demonstrated excellent written and verbal communication skills with coworkers and members of the public to achieve positive outcomes for the company.
- Demonstrated knowledge of E.L.K. Energy Inc. Conditions of Service.
- Excellent interpersonal skills.
- Proficiency in general computer skills to understand and operate a variety of metering programs, and demonstrated knowledge of MS Office applications (Word & Excel), AutoCad, and Esri ArcGIS.
- Proven customer service capabilities.

## **How to Apply**

If you would like to be considered for this position and meet the qualifications, please submit your resume by visiting our Careers page at <https://www.elkenenergy.com/employment-opportunities> .

*E.L.K. Energy Inc. is an equal opportunity employer and is committed to providing a recruitment process that respects the dignity and independence of all candidates. E.L.K. Energy Inc. will consult with all applicants who request accommodation during the recruitment process to ensure that the accommodation provided takes into account the applicant's individual accessibility needs, to the point of undue hardship.*

*We thank all applicants for their interest in a career with E.L.K. Energy Inc. Only those selected for an interview will be contacted.*