



## **Electrical Meter Technologist or Apprentice Meter Technologist (1 position available)**

E.L.K. Energy Inc. is a Local Distribution Company serving the communities of Belle River, Comber, Cottam, Essex, Harrow and Kingsville. We are currently accepting applications for the position of Electrical Meter Technologist or Apprentice Meter Technologist.

Reporting to the Supervisor of Engineering and Asset Management, the successful candidates will be responsible for the maintenance, removal, replacement, troubleshooting, and/or installing metering installations, including representing E.L.K. Energy Inc. in reading and servicing new and existing meters.

When deemed to meet the requirements, the incumbent will also be required to perform regular on-call duties on a rotational basis responding to service calls during after-hour periods.

This position is a full-time union position with compensation based on the IBEW Collective Agreement. Hours of work are 40 hours per week, 7:30am-4:00 pm (during Daylight Savings Time, 7:00am-3:30pm), with a 30-minute lunch.

### **Main 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.

**The ideal candidate will possess the following minimum attributes, skills and qualifications:**

- Successful completion of a Post-Secondary Diploma or Certificate in Electrical or Electronic Engineering Technology, or a Licensed Electrician in Ontario or recognized equivalent.
- MEARIE Meter Technician Journeyperson certificate or enrolled is preferred.
- Journeyman applicants should have a minimum of 3 years' on-the-job work experience as a Electrical Meter Technologist in an electrical distribution environment.
- 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.
- Must possess and maintain a valid Ontario Drivers' License, Class 'G', to operate the vehicles handled in this position. Must possess and maintain an acceptable driver's abstract.
- 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 would be an asset.
- 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.

Qualified applicants may submit their application up to and including **Monday, October 16, 2023**.

**Applicants must apply through the link below:**

[Apply Here](#)

E.L.K Energy is an equal opportunity employer and is committed to a workplace culture that fosters inclusion and respect. Applicants who have been contacted for an interview, and who require accommodation during the recruitment process under the Human Rights Code or the Accessibility for Ontarians with Disabilities Act, should contact 519-776-5291. While we appreciate all applications received, only those invited for an interview will be acknowledged. Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment.