

AMI Technician I			
Department	Engineering and Operations	Reports to	Engineering Supervisor
FLSA Status	Non-Exempt	Supervises	None
Prepared by	Betty Knight	Date	01/05/2017

Position Summary

- To ensure the efficient operation of the field device communications infrastructure, Automated Metering Infrastructure (AMI) or other devices, in association with the business objectives of the Cooperative by planning, installing, and maintaining the communications related equipment of the Cooperative.

Key Duties and Responsibilities

- To interface with IT as necessary to support the centralized servers/software used to interface with the field equipment.
- Internal Relationships: Provides and acquires information and assistance necessary to assure the achievement of goals by the department and the Cooperative. Interfaces with IT, Engineering, and Operations as a link between the virtual aspects and physical components associated with the SCADA functions.
- Responsible for managing the AMI system and SCADA infrastructure as a whole.
- Monitor various reports and alarms within the AMI system and respond as needed.
- Monitor and respond to the following alarms within the AMI system:
 - Failed Meters
 - Health Meters
 - Lost Meters
 - System Alerts
 - TCU Failures
 - Not Logging
 - Low Signal Quality
 - Remote Service Collar Commands
 - Download Issues
 - Unregulated Voltage
- Coordinating needed AMI maintenance with billing employees.
- Troubleshoot failed, health, lost, not logging and low signal quality meters in the field.
- Troubleshoot remote service collars in the field.
- Monitor baselines for changes or degradation in communications.
- Manage field aspects of RF deployment.
- Solid understanding of Radio Shop Software.
- Solid understanding of collector and router installations.

- Solid understanding of RF technology.
- Some basic understanding of Regulators, Reclosers, Capacitors, and other equipment interfacing with the RF equipment.
- Troubleshoot RF meters for interference.
- Maintain, upgrade, and monitor all substation communication equipment.
- Assist other Cooperative personnel in troubleshooting AMI customer issues.
- Assist other Cooperative personnel in troubleshooting Prepay meter issues.
- Make recommendations for upgrades and AMI system improvements.
- Stay up to date on AMI and metering technologies.
- Support the installation of remote service switch collars (RSS) for all prepay accounts.
- Works with Metering Technician regarding member inquiries regarding meters and conducts voltage checks on member premises as requested.
- A solid understanding of single and three phase meters.
- Assisting in the administration of the overall metering and electronic metering control equipment.
- Maintains Radio Tower and associated equipment.
- Maintains Automated Vehicle Location (GPS) for company vehicles.
- Support Volt Var Control (VVC) as necessary.

Qualifications

- Must make and maintain outside contacts, vendors and members, to satisfactorily carry out the responsibilities of this position. Must be able to carry out the responsibilities delegated to this position, within established policies and sound business judgement. Must be able to achieve the objectives of this position through the execution of assigned duties, knowledge of principles and modern communications technology and knowledge of the field equipment to be interfaced with. Must be able to make changes and modifications to existing communications equipment and/or settings in order to maximize effectiveness and effectiveness and efficiencies of this equipment. Assist with Customer Owned Generation (COG) load management as necessary. Work with Mapping to integrate AMI and SCADA effectively. Keep informed of all PDEMC plans, policies and programs. Must keep supervisor informed of all activities. Exercise reasonable care in the use of and security of all PDEMC assets.
- Associate degree in either IT or Engineering is preferred. High school degree with technical courses in IT, SCADA, Engineering, Power Utility design, or related curriculum is required. Will consider related work experience in lieu of education requirements if there is a demonstrated ability to carry out the position responsibilities, based upon two years of experience for each year of academic training. Previous utility experience is highly desirable in the area of inspection and testing of electronic equipment.
- Knowledge of virtual and physical aspects of SCADA and AMI systems is essential. General knowledge of electronic equipment, fire walls, remote servers, etc. is also necessary. Must be able to maintain files and documentation, prepare reports, and perform general office duties. Must have the skills to establish and maintain effective working relationships with the public, members, fellow employees, equipment

representatives, etc. Must have the ability to communicate clearly and accurately in verbal and written form. Familiar with Microsoft Word, Excel, and Outlook.

- Must be able to effectively utilize a telephone and two-way radio in executing the position's assigned duties. Must be able to perform field operations, maintenance, and inspections to execute responsibilities of this position without continued external assistance from other personnel. Must be able to access, input, and retrieve computerized information in performing assigned responsibilities. Must be able to attend work on a regular and predictable basis according to approved schedules. Must possess the ability to perform duties on an individual basis with minimal direct supervision. Must be able to conduct site inspections and surveys to execute the responsibilities of this position without external assistance from other personnel.

Physical Demands

Frequently lifts materials up to 75 pounds. Frequently uses tools requiring eye-hand coordination. Frequent standing, walking, with access to awkward positions necessary. Frequent climbing on ladders to a height of 25 feet or more. Must have the ability to vocalize warnings and instructions to crew members over traffic noises, high winds, and other adverse weather conditions for distances of 25 feet or more. Must be able to hear vocalized instructions and warnings from others during similar conditions.

Must have the ability to perform the outside duties of this position during extreme adverse weather conditions (temperatures above 90 and below 30 degrees F, rain, snow, high humidity, etc.), in the presence of pollens, dust, and other airborne particles and be able to work day and/or night. Must be able to avoid and/or endure insect stings and other hazards while executing assigned duties.

Normal work environment is 10% indoor and 90% outdoors.

IMPORTANT: This position description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. This organization reserves the right to revise or change job duties as the need arises. This position description does not constitute a written or implied contract of employment. Management reserves the right to change position descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.