



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

ELECTRIC METER TECHNICIAN TWO RIVERS WATER & LIGHT FULL-TIME

The Electric Meter Technician performs technical and skilled work in the installation, maintenance, testing and removal of electric meters, metering installations and operation of municipal utility facilities. The work involves preparation and maintenance of utility record systems associated with electric meters and installations, preparation of sketches and diagrams, and is also involved with performance of a wide variety of journeyman level tasks in electric distribution, control system maintenance or related service and may involve periodic assignments in facilities operation.

Candidates must be at least 18 years of age, have experience in the electronic, electrical, and mechanical trades affording familiarity with a variety of maintenance, repair, and installation methods, and hold a valid Commercial Driver's License or the ability to obtain certification and licensing within 6 months of hire. Any equivalent combination of education and experience will be strongly considered.

Starting wage will be \$33.76 to \$35.81 hourly, dependent on qualifications.

The City of Two Rivers offers an excellent benefit package including participation in the Wisconsin Retirement System, comprehensive health, dental, vision, and life insurance and a free membership to the fitness center at J.E. Hamilton Community House. For employees electing to opt-out of health insurance coverage a health insurance opt-out incentive up to \$5,000 annually is offered. The City is an equal opportunity employer.

Interested candidates should submit a detailed letter of interest, resume, and completed City employment application by 4:00 pm on Friday, September 2, 2022, via email to jjackson@two-rivers.org or by mail to:

City of Two Rivers
Attn: Human Resources
Post Office Box 87
Two Rivers, WI 54241-0087



Position Description

POSITION TITLE: Electric Meter Technician

REPORTS TO: Electric Utility Director

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: August 2022

DEPARTMENT: Electric

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Grade 18

POSITION SUMMARY

This position performs technical and skilled work in the installation, maintenance, testing and removal of electric meters, metering installations and operation of municipal utility facilities. The work involves preparation and maintenance of utility record systems associated with electric meters and installations, preparation of sketches and diagrams, and is also involved with performance of a wide variety of journeyman level tasks in electric distribution, control system maintenance or related service and may involve periodic assignments in facilities operation.

SUPERVISION RECEIVED

Supervision is received from a supervisor through written or oral work assignments and work is reviewed by inspection while in progress and/or observation of results obtained.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform routine testing, maintenance, installation, and removal of electric meters. Programs and maintains AMI and AMR meter systems.
- Maintains files of electric meters and records relating to the utility operations in accordance with rules and procedures which have been established to satisfy the requirements of the Public Service Commission of Wisconsin.
- Participates in the preparation of reports, records, and studies.



- Performs installation, maintenance and repair work in the shop or field as a member of an electric service crew or line crew.
- Tests, services and repairs utility production, substation, distribution, service, and control equipment as required. Reads meters, collects data, and operates automotive equipment as required.
- Responds to emergency calls during utility failures.
- Operates electric substation facilities as directed.
- Assists with call-out for emergency service on an as needed basis with line crew.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of tools, materials, equipment, methods, and practices used in connection with utility construction, maintenance, and operation.
- Ability to operate and make repairs and adjustments on the equipment used in the operation(s) to which assigned.
- Skill in performing complex mechanical, electrical or electronic repair tasks requiring manipulative skills, manual dexterity, and systematic troubleshooting abilities.
- Physical strength and agility sufficient to perform a variety of tasks in the repair and maintenance of varied utility facilities and to perform arduous work for long hours, often under adverse weather conditions.
- Ability to understand and carry out complex oral and written work instructions and to accurately perform clerical functions.
- Ability and skill in preparing and maintaining utility distribution system records, equipment, varied layout drawings and related clerical work involved with the maintenance of utility record systems.
- Knowledge of arithmetic and algebraic mathematics and electrical and electronic theory.
- Ability to contact customers, craftsmen, contractors, and the general public and to maintain an effective working relationship with other employees.
- Ability to work from elevated locations, such as ladders or bucket trucks.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE

- Graduation from high school or GED equivalent required; supplemented with an Associate Degree in electrical and electronic science preferred.
- Experience in record keeping and computer skills.
- Experience in the electronic, electrical, and mechanical trades affording familiarity with a variety of maintenance, repair and installation methods.

- Completion of a State of Wisconsin approved Meter Technician Apprenticeship Program within four years of hire.
- Possess and maintain a valid Wisconsin Driver's license; must remain insurable under the City's liability insurance policy.
- Possession of "CDL" License and experience with heavy truck operation and excavation equipment.
- Any equivalent combination of education and experience will be strongly considered.

TOOLS AND EQUIPMENT USED

Motor vehicles, generators, pumps, concrete saw, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, cell phone, telephone, calculator, and personal computer. Also includes using a lawn mower, weed trimmer, floor scrubber/buffer, painting equipment, ladders, ropes, slings, and meter testing equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to stand for long periods. The employee is required to walk and climb stairs, climb step ladders or balance on structures, talk or hear, smell, stoop, kneel, crouch, crawl and enter confined spaces.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus. Specific hearing abilities required include being able to hear alarms, normal interpersonal conversations, radio and telephone conversations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in all types of indoor and outdoor environmental conditions. The employee frequently works near moving mechanical parts and is exposed to wet and/or humid conditions as well as

temperature extremes for prolonged periods. The employee occasionally works in precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock and vibration. The employee occasionally may be exposed to toxic or caustic chemicals.

The noise level in the work environment is often moderately loud and occasionally very loud.

OTHER CONDITIONS

As per City policy, a drug and alcohol test and physical exam will be required prior to employment and residency within 15 miles of the City limits must be maintained throughout employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is expected to be available for changing work schedules as necessary to assist with emergencies (i.e. storms, floods, etc.).

**CITY OF TWO RIVERS
APPLICATION FOR EMPLOYMENT**

To Applicants: We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

APPLICANT INFORMATION

Last Name	First	Middle	Date of Application
Address			Telephone No. (Include Area Code)
City	State	Zip	Cell Phone No. (Include Area Code)
Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: <i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

Please Provide your E-Mail Address: _____

INSTRUCTIONS:

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

EEO STATEMENT

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

EMPLOYMENT INFORMATION

Position Applied For: Full-Time Part-Time Seasonal (Circle One)	Date you can start	Salary/Hourly Rate desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you perform the requirements of this job with or without reasonable accommodations?		

EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: _____

Driver's License Number: _____ **State of Registration:** ____ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances? Yes No. If yes, provide date, where arrested, and under what circumstances. _____

EMPLOYMENT WORK HISTORY

(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						

REFERENCES
(Do Not Include Relatives)

Name & Occupation	Address/Phone	Years Known/Relationship

APPLICANT'S CERTIFICATION AND AUTHORIZATION

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name _____
(PLEASE PRINT)

Signed

Dated

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please print)

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

Complete Only The Sections Below That Have Been Checked:

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open ___ Yes ___ No

Positions(s) Considered For: _____

Other: _____