



Recruitment Announcement

Electric Meter Technician

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.

COMPENSATION & BENEFITS

SALARY: \$37.78 hourly, dependent on qualifications

BENEFITS: 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.

APPLICATION & SELECTION PROCESS

A full position description and City employment application are available at www.two-rivers.org/jobs. Qualified candidates should submit a cover letter, resume, and completed City employment application to HR@two-rivers.org or by mail to: City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers WI 54241. The position will remain open until filled. Contact Human Resources at 920-793-5526 or HR@two-rivers.org with questions.

HOW TO APPLY

Send a **cover letter, resume, and completed employment application** by email to HR@two-rivers.org or by mail to City of Two Rivers, Attn: Human Sources, PO Box 87, Two Rivers, WI 54241

Applications should be submitted by **Monday, February 19, 2024** to ensure consideration.



Position Description

POSITION TITLE: Certified Metering Technician

REPORTS TO: Electric Utility Director

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: 01/2024

DEPARTMENT: Electric

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Grade 24

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.
- 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.
- Stands by for call-out for emergency service on round-the-clock basis for 7-day periods when assigned.
- 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 obtain "CDL" driver's license.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE

- Graduation from high school or GED equivalent required; supplemented with electrical credentials or training in electrical field work.
- 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.
- 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 (optional).
- Any equivalent combination of education and experience will be strongly considered.
- Assist with disconnects for non-payment of Utility bills.
- Ability to pursue additional education to obtain State Master Electrician License.

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, personal computer and a large variety of lab 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.).



**TWO
RIVERS**
WISCONSIN

APPLICATION FOR EMPLOYMENT CITY OF TWO RIVERS

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION

Position you are applying for:		Date:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION

Last Name			First			M.I.	
Street Address					Apartment/Unit #		
City				State		ZIP	
Phone			E-mail Address				
Date Available			Desired Salary			Comments	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?				
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:				
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:				
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				

EDUCATION										
High School					Address					
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, have you passed a high school Equivalency or GED test?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

SPECIAL SKILLS OR QUALIFICATIONS
Describe any special skills applicable to this position:
Describe any additional training and experience applicable to this position:

REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)									
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	

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 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 the damage whatsoever for issuing this information.

Signature:**Date:****OPTIONAL: CONFIDENTIALITY**

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____