



JOB DESCRIPTION: METER & LOAD CONTROL ASSISTANT

1 JOB SUMMARY:

Under the supervision of the Member Services & IT Manager, assists the Meter and Load Control Specialist and other Cooperative personnel as directed.

2 POSITION RESPONSIBILITIES:

- (a) Install electrical components and equipment in residential and commercial applications.
- (b) Read plans, specifications, and submittal data to ensure all equipment is accurate and installed in compliance with the National Electric Code and manufacturer recommendations.
- (c) Troubleshoot hazards or malfunctions.
- (d) Repair or substitute equipment to achieve suitable results.
- (e) Prepare and assemble conduits for wiring runs.
- (f) Connect wiring in electrical circuits and networks; ensure compatibility of components.
- (g) Know and understand NFPA70E.
- (h) In addition to named duties, may be assigned by the Member Service & IT Manager to assist other departments with labor or tasks.
- (i) Additional Essential Functions
 - 1. Demonstrate knowledge of Price Electric operations, policies, products and services.
 - 2. Preserve confidentiality of Cooperative and member issues when relating to employees, members and general public.
 - 3. Understand and adhere to safety rules as stated in the WECA safety manual.
 - 4. Answer inquiries from members, management, and employees.
 - 5. Assist with member outage calls, working outside business hours as necessary.
 - 6. Maintain Cooperative image through following Cooperative Principles.

3 POSITION SPECIFICATIONS

- (a) **EDUCATION/WORK EXPERIENCE:**
High school diploma or equivalent required. Electrician trade school and/or apprenticeship desired, Wisconsin state electrical license preferred.
- (b) **JOB KNOWLEDGE:** Mechanical aptitude and ability to properly and safely use basic manual and power tools; knowledge of circuitry, NEC, and blueprints. Experience with computers and mobile devices on the worksite.
- (c) **ABILITIES AND SKILLS:**
Identify wires accurately. Perform electrical tests, read results, and diagnose and repair problems. Critical thinking and problem-solving skills Ability to communicate effectively, both orally and in writing. Demonstrate ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form and prioritize job tasks. Able to analyze information, coordinate people and resources and communicate with a variety of co-workers. Ability to work independently when assigned tasks requiring little or no supervision and manage time appropriately.

(d) **WORKING CONDITIONS:**

Work for this position occurs both inside (office, warehouse or garage environment) and outside. Work performed frequently outdoors in weather conditions that vary from sub-zero to heat above 90 degrees, in wet and dry conditions and in rural areas. Employee performs duties around equipment and moving mechanical parts. Exposure to extremes of noise, temperature, fumes, dust and may be required to work with chemical cleaners and solvents. The noise level in the work environment may range from moderate to loud.

(e) **PHYSICAL REQUIREMENTS:**

Occasional lifting and carrying of weights up to 75 pounds and pushing and pulling up to 100 pounds is required, e.g. carrying parts and equipment, assisting with delivery of material, etc. Lifting and carrying of 10 to 75 pounds frequently is required. The work requires extensive walking, repetitive twisting, working in awkward positions, climbing, repetitive bending and kneeling and standing for extended periods. May spend long periods of time driving and/or riding in fleet vehicles, followed by travel on foot for as necessary to complete work.

(f) **LICENSE REQUIREMENTS;**

(1) Valid Class A Wisconsin Driver's License preferred. A satisfactory driving and safety record required. All CDL drivers over the age of 21 must be licensed at Tier 1 and cannot have the following restrictions: K, 51, V, L, Z, E, O, X.

4 WAGES AND BENEFITS

(a) Starting wage is \$36/hr subject to step schedule evaluation. Benefits are the same as all employees covered by the Local Union 953 of the International Brotherhood of Electrical Workers for the outside bargaining unit. Benefits include paid time off, paid holidays, health insurance, life insurance, disability insurance, retirement pension plan, and 401(k) plan.

5 REPORTS TO

(a) Reports to:

Member Services & IT Manager

(b) Responsible for:

None.

I acknowledge receipt of this job description and confirm my ability to perform the duties outlined based on the physical requirements outlined in this job description.

Signature: _____

Date: _____

Printed Name: _____