

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

10/24/2013

### ELECTRIC METER SETTER SUPERVISOR, 3824

**Summary of Duties:** Supervises the work of installing, changing, and removing a large variety of electric meters and metering equipment on the premises of industrial, commercial, and residential consumers; assigns, reviews, plans, organizes, directs, and evaluates the work of subordinates; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

**Class Characteristics:** An Electric Meter Setter Supervisor oversees, schedules, and coordinates the installation of electric meters and accessories, as well as the performance of related electrical work such as making service connections to complete an assignment. Assignments are usually received in the form of work requests and reviewed in terms of results obtained and quality of work performed. An Electric Meter Setter Supervisor may exercise independent judgment in making decisions to ensure all electric meter panels conform with requirements of the City of Los Angeles (City) Electrical Code and Los Angeles Department of Water and Power (LADWP) standards; are in accordance with standardized LADWP diagrams, specifications, and blueprints related to meter installation; and meet the final inspection approval of consumer installed electric meter panels. The installation of metering equipment for large commercial and industrial consumers may be extremely hazardous since it often requires working on energized services in confined areas.

As bona fide supervisors, incumbents in the class of Electric Meter Setter Supervisor are responsible for the performance of a full range of supervisory duties including the application of discipline, processing and resolution of grievances, evaluation of performance, approval of time-off requests, and coordinating daily work assignments with management. Additionally, an Electric Meter Setter Supervisor may instruct employees in meter setting methods and the safe and proper use of equipment, and provide guidance and training to Electric Meter Setters, and Electrical Craft Helpers who assist in meter work.

This classification distinguishes itself from Transmission and Distribution District Supervisor, in that a Transmission and Distribution District Supervisor oversees the work of employees in various classifications in the construction and maintenance of overhead power lines, underground power cables, and electrical systems including meter installations. Electric Meter Setter Supervisor is the direct line of supervision of Electric Meter Setters and Electrical Craft Helpers employed in individual meter panel work.

#### **Examples of Duties:**

- Plans, organizes, directs, coordinates, assigns, reviews and evaluates the work of Electric Meter Setters and Electrical Craft Helpers;

- Reviews subordinates' reports and evaluates their recommendations;
- Meets with subordinates to present and review work policies and safety procedures, and to exchange information gained in the field;
- Coordinates the work of the unit with other sections within the LADWP; and
- Assists in developing, conducting, coordinating, and evaluating training related to electric meter setting; and provides training to Electric Meter Setters and Electrical Craft Helpers on the methods and practices of electric meter setter work.

### **Qualifications/Competencies:**

#### **Knowledge of:**

- Tools, methods and materials used in the: installation, removal and changing of temporary and permanent electric meters and related equipment, including transformers, current transformers, and sequence blocks;
- House wiring, wire and meter capacities, and the section of the City Electrical Code relating to meter installation;
- LADWP Electric Service Requirements, General Order (GO) 95, GO 128, and all other applicable regulations;
- LADWP Electrical Service Requirements regarding clearance in front of switchboards and meters;
- Hazards involved in working on energized equipment and the proper safety precautions to use, including first aid, AED and CPR;
- Types of overhead and underground power circuits including primary and secondary;
- Fundamentals of electricity and electronics as related to the installation of electric meters and related equipment;
- The proper reading of electric meter dials and electronic displays;
- Supervisory principles and practices;
- Techniques of training, instructing, and evaluating subordinate work performance;
- Techniques of counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility as set forth in the City's Equal Employment Opportunity Program;
- Provisions of the Memorandum of Understanding as they apply to subordinate personnel;
- LADWP operating orders, safety rules, and safe work procedures, including the appropriate use of personal protective equipment;
- City and LADWP personnel rules, policies, and procedures; and
- Procedures for safely and carefully installing high-and low-voltage electric metering equipment in confined areas.

#### **Ability to:**

- Deal tactfully with subordinates, other employees, and the public;
- Supervise and train Electric Meter Setters and Electrical Craft Helpers;
- Establish and maintain a work environment to enhance both employee morale and productivity; and
- Effectively use computer software programs for spreadsheet development, word processing, and e-mail, for detailed data entry and reporting.

**Requirement:**

Four years of full-time paid experience as a journey-level Electric Meter Setter is required.

**License:** A valid California driver's license is required.

**Physical Requirements:**

Strength to perform average lifting of up to 50 pounds; extensive back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; arm, hand, and finger dexterity with both hands involved in such activities such as reaching, handling, and feeling; good hearing ability; and good eyesight free from impairments that would restrict the ability to perform duties, including the ability to accurately and quickly name colors, and to differentiate colored wire. Must be able to work at elevated heights and within confined spaces for extended periods of time.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.**