JOB DESCRIPTION
AMI Specialist
Job Code: 56007

GENERAL PURPOSE
Under general supervision, performs a wide variety of skilled, journey-level duties associated with the Flex Net Automated Metering Infrastructure (AMI) including: reading, building, programming, installing, inspecting, diagnosing, replacing, and detailed reporting of AMI meter data; operating software related to AMI; monitoring AMI Meter Data Management System (MDMS); submitting AMI information to various departments; and performs related AMI duties as assigned.

DISTINGUISHING CHARACTERISTICS
The Automated Metering Infrastructure (AMI) Specialist is distinguished from the AMR Technician in that the AMI Specialist handles the most difficult and complex Flex Net meter and customer relations work requiring greater experience and independent judgment; assumes a lead role and provides training to other employees performing AMI installations and repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below 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 class.

Oversees the AMI program and operates software related to AMI; submits AMI information into billing system; maintains AMI equipment.

AMI system monitoring for updates, functionality, system health, and support contact.

Interface with Information Systems to develop various reports within the Meter Sense MDMS.

Interpret and provide detailed reporting of leaks, consumption histories, and various meter issues requiring verification and or repair.

Coordinates with Meter Services Supervisor to assign work duties to other meter reading employees generated through MDMS reports.

Uses portable GPS devices and other various programs used to coordinate meter service locations.

Enters and updates data for meter installation on a daily basis.

Performs trouble-shooting duties on AMI related water meters.
Provides training and informational meetings for various department staff, and outside agencies, as needed.

Reads, programs, installs, inspects, diagnoses, replaces, and maintains AMI meters.

Programs and assigns water meters and transmitting devices to customer properties electronically.

May act for the Meter Services Supervisor in his/her absence.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Practices, methods, techniques, tools and equipment used in the reading, installation, testing, calibration, maintenance and repair of small, medium and large water meters that utilize AMI components; safety practices, safe work methods and safety regulations pertaining to the work; shop mathematics; Safe Drinking Water Act and relevant EPA regulations; computer applications related to the work; codes, ordinances and regulations pertaining to the work; techniques of effective coaching.

Ability to:

Diagnose and repair a wide variety of small, medium and large water meters; use precision and diagnostic instruments to test and calibrate water meters; organize, set priorities and exercise sound, independent judgment within areas of responsibility; identify and implement effective courses of action to complete assigned work; read and interpret AMI consumption data, specifications and manuals; establish and maintain effective working relationships with those encountered in the course of the work; follow and apply written and oral work instructions; communicate effectively, orally and in writing; coordinate with other sections, divisions or departments to develop various reports used.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school and two years of experience in the installation, inspection, maintenance and repair of residential, industrial and commercial water meters. Two years of experience using Sensus AMI related programming equipment and software.

Licenses; Certificates; Special Requirements:

A valid California driver’s license and the ability to maintain insurability under the District’s Vehicle Insurance Policy.
PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

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 frequently is required to stand and talk or hear; walk or sit; climb or balance; kneel, stoop, crouch or crawl; work in confined spaces for long periods of time.

The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in extreme outside weather conditions; near moving mechanical parts; exposed to wet and/or humid conditions; and on slippery and uneven surfaces. The employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

FLSA DETERMINATION: Non-exempt