



CITY OF RANCHO CUCAMONGA
INVITES APPLICATIONS FOR
ELECTRIC METER TECHNICIAN, Part-time
Engineering Services Department
Rancho Cucamonga Municipal Utility (RCMU)
\$28.73 - \$36.86 per hour

THE POSITION

Under general supervision, performs installation, cleaning, testing, calibrating, reading, repairing, and maintenance of single and poly-phase electric meters used for commercial, industrial, and residential accounts; and does related work as required.

THE CITY OF RANCHO CUCAMONGA

The City of Rancho Cucamonga is a forward-looking, progressive organization, dedicated to the delivery of superior service to all those who live, work and play in our community. We call our workforce TeamRC and our shared vision is to exceed the expectations of those we serve in an environment of employee excellence and innovation, empowered by leadership, opportunity and a collaborative spirit. One of the safest cities in the country, our community is a highly desirable place to live, work, and play. Situated at the base of the picturesque San Gabriel Mountains, Rancho Cucamonga is home to almost 180,000 people. Amongst its many amenities are an award-winning senior and community center, the Victoria Gardens Cultural Center and the Victoria Gardens Regional Shopping Center.

THE ENGINEERING SERVICES DEPARTMENT

The Mission of the Engineering Services Department is to provide effective and efficient stewardship of the City's public works infrastructure. The department employs a staff of approximately 36 full-time and 5 part-time employees. This staff works in six sections that include: Engineering Administration, Capital Improvements, Land Development, Transportation Development, Environmental Programs and Rancho Cucamonga Municipal Utility (RCMU).

THE RANCHO CUCAMONGA MUNICIPAL UTILITY

The Rancho Cucamonga Municipal Utility (RCMU) was established in 2001 to enable the City to provide electric distribution service at the local level. It served its first retail customers in May 2004 and has since provided safe, reliable and cost effective electric service to its 900 commercial, industrial and residential metered customers. RCMU's service area is comprised of certain City facilities, the Victoria Gardens Shopping Center, and surrounding retail, commercial and residential developments that were built within RCMU's service territory.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

Operate voltmeters and testing equipment to check electrical flow; calculate single and poly-phase loads for field installations given the types of uses and industry and vendor specifications; install, repair, and test electric meters, transformers, and wire metering panels; read meters in the field and enter changes on recording demand meters; conduct re-reads as necessary; retain accurate records of meters installed, read, tested, repaired, and in inventory; investigate customer complaints and perform investigations of possible current diversion or meter tampering; perform shut-off and restoration of power to meters as necessary; perform acceptance testing of metering components and equipment; test, clean, repair, calibrate, and rebuild single and poly-phase meters, as needed; complete special power and load surveys on customer's property pertaining to load, power factor, and voltage; use metering software to record readings, and to read and check data transfers and perform other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of the methods, materials, tools, and equipment used in general electrical and electronic repair work, including the design and operation of electric poly-phase meters; principles of electricity and electric circuits and wiring systems; meter testing methods and procedures; safety procedures for connecting and disconnecting electric meters. Ability to install, and repair complex meters including poly-phase meters; learn use of meter reading peripheral devices and use computer software to record entries and track inventory; read and interpret meter data and report accurate readings; read and understand schematic drawings; properly use maintenance tools and testing equipment; follow oral and written instructions; keep simple records; follow proper codes and procedures; communicate effectively with staff, management, vendors, and contractors work independently in the field. Employ good judgment and explain utility rates to customers; deal tactfully with utility customers while working harmoniously with other employees.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

High School graduation or G.E.D. equivalent is required. An Associate degree in Electronics is desirable. Two years of technical and field experience at an apprenticeship program involving the testing, repair, maintenance, installation and calibration of electrical single and poly-phase meters used in a variety of facilities is required. Experience as an electric meter journeyman is desirable. A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Ability to work early mornings and extended hours.

APPLICATION PROCESS

All applicants are required to apply online at www.cityofrc.us. **This position is open until a sufficient number of qualified applications have been submitted.**

Successful candidates shall be required to:

Complete a verification form designated by Immigration and Naturalization Service to certify that they are eligible for employment in the United States of America; and Pass a pre-employment medical exam; and Provide proof of a valid California driver's license and be insurable; and Pass a reference and background verification. References will not be contacted until a mutual interest has been established.

The City of Rancho Cucamonga Participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In accordance, the City will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. For additional information regarding E-Verify, the Federal Government's online employment eligibility verification system, please visit www.uscis.gov .

Disclaimers

The City of Rancho Cucamonga is an Equal Opportunity, Affirmative Action Employer. In addition, the City of Rancho Cucamonga abides by a nepotism policy which may preclude you from being hired if the City employs a relative. The City of Rancho Cucamonga makes reasonable accommodations for disabled persons, considering each situation on an individual basis. Please make direct requests for accommodation to Human Resources. For information on Employee Rights under the Family Medical Leave Act please visit www.dol.gov. There is a no smoking policy in effect in all City Offices and vehicles. Finally, please note that the provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

Questions regarding this recruitment may be directed to Human Resources at Careers@CityofRC.us. Applicants may wish to visit the City's official website at www.cityofrc.us for more information.