



## **Lamb County Electric Coop, Inc.**

2415 S. Phelps Ave  
Littlefield, TX 79339



### **I. JOB TITLE**

**Job Title: AMI Technician**

**Job Status: Full Time**

**Job Function: Technician**

**Job Type: Non-Exempt**

**Department: Engineering**

**Location: Littlefield, TX 79339**

**Min Education: High School Graduate/GED**

**Min Experience: 1 Year**

**Reports to: Engineering Technology Superintendent**

**Date of Job Description: September 2012**

**Updated 1/23/2023 per JI**

### **II. INFORMATION**

#### **Job Description Summary:**

- A. To provide the Cooperative with a high quality of service by overseeing the Advanced Metering Infrastructure (AMI). This also including; hardware, computer software, network and communications. Responsible in assisting in the planning, coordination, installation, removals, programming, testing of AMI meters, connectivity, optimization, maintenance and troubleshooting and documentation of AMI solutions.
- B. To strive at all times to improve personal knowledge, wisdom and to set an example of dedication consistent with high business ethics.
- C. Responsible for knowing policies and procedures of the Cooperative and the administering of said policies and procedures as directed by LCEC.

### III. JOB DUTIES

*Key Accountability:* Responsible for Tantalus AMI and its connectivity.

1. Responsible for learning Tantalus Utility Network program.
2. Will monitor AMI System to stay well informed to all statuses.
3. Will place devices in and out of service as needed.
4. Will aid in assigning optimal placement and installation of collectors and boosters.
5. Will install, remove, and troubleshoot load control devices.

*Job Duty Statement:* Will use Tantalus program to stay informed of connectivity and status of the system to ensure optimal performance. Will generate and assign service orders to proper personnel for installation, maintenance, or replacement of equipment. Will associate or re-associate devices for optimal connectivity. Will produce daily and monthly reports from the AMI system as required. Will become familiar with all Tantalus programs and software needed for performance needed for this position. Will also learn usage of programs, software and apps that aid and monitor these tasks such as IVUE CIS, MDMS, AppSuite, etc.

*Key Accountability:* Responsible for Tantalus AMI Inventory.

1. Will stay informed of inventory of all Tantalus AMI Devices
2. Will notify proper personnel in events of low supply and conditions of AMI Devices.
3. Will maintain inventory of tools assigned to AMI Department

*Job Duty Statement:* Will maintain inventory of all AMI Devices including but not limited to meters, modules, load controls, collectors, boosters, antennas, etc. Will be assured of a sufficient supply for replacement of failed or vandalized equipment. Will maintain tool inventory and conditions of items.

*Key Accountability: Performs Testing of Equipment and Devices*

1. Will test meters and other AMI Devices
2. Will be assured of adequate supply of meters and AMI devices for daily or emergency use.
3. Will occasionally read meters

*Job Duty Statement:* Will perform tests required to make sure meters and AMI devices are operational and up to standard. Responsible for having an adequate supply of meters and devices for daily and emergency demands, such as when active inventory is affected by storms or vandalism. Will read meters occasionally for verification or during a “No Response” issue.

*Key Accountability: Performs Monthly Substation Inspections*

1. Will learn Cooperative’s Safety Practices
2. Will wear Personal Protective Equipment (PPE) when performing inspections
3. Will inspect stations to insure they are safe and secure
4. Will collect and record data and conditions at the stations

*Job Duty Statement:* Will wear Personal Protective Equipment (Hard hats, rubber gloves, safety glasses, etc.) according to Cooperative’s Safety Practices, provides data for loads and conditions on each station, will inform proper personnel to any condition or situation at the substations and distribution system that might cause injury or loss of life to employees, general public, animals or equipment. Will note and inform condition of substation equipment, power supplies, batteries, fluid levels and other statuses related to operation of substation equipment. Will perform annual substation transformer oil samples.

#### **IV. JOB REQUIREMENTS:**

Must have a High School Diploma or equivalent. Able to use a computer, calculator and copy machine. Preferred skills desired to be familiar with the following: IVUE CIS, Tantalus Program, working with spreadsheets, databases, text files, emails.

Must be able to monitor and assist in maintaining Tantalus System. Stay informed on status of system, assist with testing, installation, removal or maintenance of all devices. Investigate reasons for statuses and conditions of devices. Maintain inventory of Tantalus devices and tools.

Maintain a clean, hazard free and safe environment. Will need to read, install and perform maintenance on meters and devices in the field. Other duties may be assigned when required.

Possess a valid TX DL and be insurable with cooperative's auto insurance carrier.

Will report to Engineering Technology Superintendent.

**ADA details that would require mental and physical challenges, demands and requirements. Ex: heights, hours, lifting, bending, work environment, etc.**

**Employee's  
Signature:**

**Date:**

**ADDITIONAL NOTES:**