

**AMERICAN ELECTRIC POWER
NONEXEMPT JOB SPECIFICATION**

**ENERGY DELIVERY
ALL REGIONS**

**TITLE: METER SERVICER
JOB NUMBER: 68359
NONEXEMPT/PHYSICAL**

DUTIES:

The Meter Servicer will test, inspect, maintain, service, pack, and transport measurement equipment and other equipment as assigned. Equipment can include, but is not limited to, insulated protective equipment, meters, instrument transformers, test switches, cable, etc. Perform work at field locations which include, but are not limited to, customer premises, AEP stations, non-AEP customer premises, etc. Test, install, remove, inspect, replace and maintain metering equipment and related devices at field locations. Assist in the training of other employees. Perform duties such as:

1. Perform all duties of a Meter Utility Tester.
2. Receive, inspect, test, adjust, clean, program, repair, replace parts and subassemblies of single-phase and polyphase meters and make incidental calculations.
3. Schedule insulated protective equipment shipments, prepare order information, and maintain data.
4. Test portable instruments.
5. Test, adjust and repair single-phase and network self-contained meters in the field.
6. Install, remove and use all test equipment such as instantaneous indicating and portable recording meters.
7. Make voltage and load checks on polyphase self-contained meters at customer premises.
8. Become familiar with the company's meter standards and with the functions of metering equipment where applicable to assigned work.
9. Direct lower classifications as required.
10. Perform other duties as assigned.
11. Be qualified through demonstration, examination and/or performance appraisal as determined by the company.

Date Prepared: 03/97

Date Revised: 01/01

QUALIFICATIONS:

Must have satisfactorily performed the duties, and have all the qualifications of, Meter Utility Tester or the equivalent and in addition:

1. Minimum of two (2) years as a Meter Utility Tester.
2. Must have a good working knowledge of single-phase and polyphase metering and AEP metering practices.
3. Must successfully complete all job demonstrations and examinations as required by the company.
4. Must have safe work habits and adhere to all safety rules of the company.
5. Perform high quality work, be customer focused, and be adaptive to a changing environment.
6. Continue training to enhance skills at company provided and sponsored training sessions.
7. Must have the ability to deal effectively and professionally with customers and the general public.
8. Must possess and maintain a valid state driver's license. Must meet all vehicle operation requirements as designated by federal and/or state law.

PRINCIPAL LINE OF PROMOTION:

From: Meter Utility Tester

To: High classification, if qualified