

Grayson Rural Electric Cooperative Corporation
AMI Administrator

Department: AMI Administrator
Reports to: Technical Services Supervisor
Supervises: None
Directs: None
FLSA Status: Non-exempt
Last Reviewed: October 2023

RESPONSIBILITIES AND DUTIES:

1. Checks Command Center daily for download of meter readings.
2. Checks Command Center daily for status of prepaid meters.
3. Checks Command Center daily for health of collectors and communications paths.
4. Monitor Command Center for information that may indicate meter tampering and dispatch accordingly.
5. Dispatches SEDC Mobile Service Orders.
6. Enters new meter purchases in UPN and Command Center
7. Archives old meter records in UPN and Command Center.
8. Keeps up-to-date on Landis+Gyr's Command Center changes and incorporates changes into daily workflow.
9. Assists in entry and analysis of databases.
10. Create sample meter lists for each year.
11. Assure sample meter test results comply with PSC regulations.
12. Update meter test results in UPN on a monthly basis.
13. Other duties as assigned.

COMMUNICATIONS:

1. Must be able to effectively communicate with all departments.
2. Keeps supervisor and appropriate staff abreast of timely information.
3. Must be able to effectively communicate with meter department to assist in troubleshooting of AMI network including collectors, routers, meters and remote service switches.
4. Must be able to effectively communicate with operations personnel to assist in troubleshooting of distribution automation equipment and remote service switches.

EDUCATION:

High School accepted, secondary education preferred.

Understand and pass the following Landis+Gyr training courses:

- RF Mesh Solution Overview
- RF Command Center Introduction
- Gridstream RF – Monitoring and Troubleshooting Meters

- RF Mesh Command Center Managing Endpoints
- RF Mesh Command Center Daily System Monitoring
- RF Mesh Command Center Billing & Customer Service Tools
- Gridstream RF Tools – RadioShop

EXPERIENCE:

Cooperative experience and/or experience with advanced technology.

KNOWLEDGE:

Must gain knowledge of the cooperative's computer software and its integration with the daily practices and procedures concerning database integrity and the electrical system operation. Will need to grow an in-depth knowledge of Landis+Gyr's Command Center, Radio Shop and, Tech Studio and its functionality in the cooperative day-to-day processes.

SKILLS AND ABILITIES:

1. Computer skills and typing skills.
2. Ability to use and understand various software applications.
3. Good oral communication skills.
4. Ability to understand the integration of computer software with daily operations.
5. Ability to use the internet and other research methods to obtain information.
6. Ability to use both hardware and software necessary to attain the position's objectives.
7. Must be able to learn new and changing technologies implemented by the Cooperative and its vendors.
8. Ability to analyze data from various sources to make sound analytical decisions.
9. Must have a valid Kentucky drivers' license and be able to drive.

WORKING CONDITIONS:

1. Normal office conditions.
2. Occasional overnight travel required.
3. Subject to callout during emergencies.
4. Subject to random drug and alcohol testing.

TIME REQUIRED FOR FULL COMPETENCY

Job requires two to three years to become effective. Due to the changing environment and technologies of this department, full competency may never be met.