

**DOYON UTILITIES, LLC – CORPORATE HEADQUARTERS
FAIRBANKS, AK**

JOB DESCRIPTION

TITLE: Meter Data Management System Technician

DEPARTMENT: Operations

REPORTS TO: Vice President of Operations

WAGE RANGE: DOE

POSITION OBJECTIVES: Supports the utility by maintaining a Meter Data Management System (MDMS), including the Customer Information System (CIS); provides reliable data and data analysis; compiles the metering data into a comprehensive reporting system.

MAIN ACTIVITIES:

1. Responsible for managing the Company's metering system and processes, including electronic meters; instrument transformers; and data communications interfaces including AMI, Ethernet LAN/WAN or wireless radio on applications ranging from residential customers up through industrial systems.
2. Advanced meter data analysis and verification including AMI data, pulse data, SCADA, Energy Logs.
3. Software quality, performance and compatibility testing including vendor application software, meter firmware and related configuration files for correct operation and accuracy.
4. Understand and interpret relevant industry standards and specifications including ANSI C12, UL, NEMA, IEEE, etc.
5. Validate data accuracy and reliability of reports generated thru the MDMS/CIS System.
6. Troubleshoot anomalies in system data, reports and hardware.
7. Routinely interact and coordinate work with other users and stakeholders .
8. Maintain technical competence related to meter management and AMI technology.
9. Consistently apply IT technology in the delivery of software projects and systems.
10. Compile metering data and summarize data into comprehensive reports.
11. Expand system to incorporate new assets and integrate those assets into MDMS.
12. Realign AMI configuration to ensure network communication as required.

SKILLS AND QUALIFICATIONS:

1. Broad knowledge of AMI principles and practices.
2. Demonstrated ability to perform complex IT networking or IT concepts.
3. Ability to communicate with staff, management, stakeholders and vendors when discussing MDMS issues.
4. Working knowledge of Test, Diagnostic and Evaluation (TD&E) equipment related to MDMS Instrumentation.
5. Skilled in computer applications and networking with an emphasis on application integration.
6. Working knowledge of utility operations and metering concepts.
7. Eligible to work on a military installation in Alaska.
8. Valid driver's license and ability to travel when necessary.

EDUCATION AND TRAINING:

1. Bachelor's Degree related to computer systems technology, systems engineering, electrical engineering, or closely related field is preferred.
2. Prior experience working with utility metering including meter applications, programming, calibration/testing and AMI systems.
3. Able to demonstrate excellent computer skills including Microsoft Office 2010, MS Word, MS PowerPoint, MS Excel, and general data-base knowledge and skills.

CONDITIONS:

Primarily office work with occasional work in extreme -outdoor environments including hot, dusty, cold, and windy conditions. Work requires occasional lifting of materials equivalent to a 40 pound box in awkward positions often in poor lighting or tight locations. Position is a standard 40 hour per week (normally Monday-Friday) with hours in excess of 40 per week as needed. Occasional travel to Doyon Utilities sites within Alaska will be required.

HOURS OF WORK:

Position requires a minimum of 40 hours per week (normal office hours are 8:00 am to 5:00 pm, Monday-Friday) with hours in excess of 40 per week as needed.

POSITION CLASSIFICATION:

Non-Exempt/Full Time Regular