

City of Fort Worth, Texas Job Description

Classification Title	Advanced Metering Infrastructure Administrator		
Job Code:	PR2951	Job Family:	Professional
Pay Grade	611	Date Created:	10/01/16
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Participates in the planning, management and administration of advanced metering infrastructure, ensuring that meter data is correctly transmitted to the proper entities. Maintains the read performance of the Advanced Metering Infrastructure (AMI) system, ensuring the integrity, reliability, accuracy and availability of meter data are maintained at all times. Troubleshoot issues to provide for optimal system performance. Collaborate with outside vendors and service providers, Water IT and data users across the Utility. Participates in the transformation of business needs into technical requirements; and, provides highly responsible and complex administrative support for the other management team members.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Provides technical support for meter communications and maintenance of meter data.
3. Proactively monitors system performance and initiates appropriate field actions to remedy system malfunctions. Review reports and data and determines best practices for equipment type and placement. Performs system analysis of data, RF transmission network for abnormalities and takes action to remedy. Tracks equipment failures and documents updates in system database with Water IT.
4. Manages the daily, monthly, and annual review to ensure performance measures are met and in compliance.
5. Manages the network of endpoints including the firmware updates. Oversees the endpoint encryption; turning off and on encryption when necessary.
6. Maintains AMI system handhelds and associated handheld application. Ensure accurate handheld settings, application settings, and updates.

7. Manages the read data from the AMI system, analyzes the data, provides direction for field activity for failed meters and endpoints; works with the Water IT AMI personnel to get consumable data to necessary utility system.
8. Oversees the water meter and endpoint inventory; coordinating warranty repair for water meters and endpoints; directing field repair or troubleshooting; monitoring and addressing meter level alarms.
9. Documents resolutions and analyzes trends for ways to prevent future problems.
10. Participates in the planning, development, and implementation of training effort for field personnel. Develops and administers AMI-related policies, guidelines, training, and criteria for field personnel.
11. Assists in the development and documentation of business requirements, objectives, deliverables, and specifications in collaboration with Water IT and internal users.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Data network infrastructure.
 - Methods and techniques of statistical data collection and analysis
 - Billing practices and the principles of revenue collection.
 - Applicable software and emerging trends in automated metering infrastructure
 - Geographic Information System (GIS).
 - Methods and techniques of user relations and data gathering
 - Federal, state, and local regulations applicable to utility projects.
 - Principles of supervision, training and evaluation.
- **Skill in:**
 - Organization and time management.
 - Problem solving and decision making
 - Coordinating resources.
 - Interpersonal relations.
 - Delivering presentations.
 - Analyzing complex data
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Perform root cause analysis and troubleshoot issues through collaborative efforts.

- Work in a team oriented atmosphere with the expectation that tasks be completed by working across organizational lines.
- Set priorities, multi-task, and work efficiently under pressure.
- Delegate, motivate and evaluate the work of subordinates.
- Set goals and communicate expectations.
- Work with various departments, legal counsel and outside professional partners.
- Coordinate internal and external resources in support of successful completion of project timeline.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration, Math, Computer Science, and Engineering, and four years of related experience in Advance Metering Infrastructure systems and water and electric utility, or a related field.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.