



POSITION VACANCY NOTICE
CITY OF KETCHIKAN

SPECIFICS

January 6, 2026

TITLE: METER RELAY CONTROLMAN			
DEPARTMENT:	KPU	DIVISION:	Electric – Meter Shop
STATUS:	Regular Full-Time	HOURS/DAYS:	Monday – Friday 8:00 am – 4:30 pm
GRADE / STEP:	N/A	DUTIES:	See attached job description
HOURLY:	\$61.08/Hr.	UNION STATUS:	YES
<p>SPECIAL REQUIREMENTS:</p> <p>Four years of responsible electric meter or electrician experience; two years of electrician training and successful completion of an indentured apprenticeship program; possession of, or ability to obtain, a valid driver’s license; possession of a State of Alaska Journeyman Electrician Certificate of Fitness; possession of a current first aid and CPR certification</p>			

ADVERTISING REQUIREMENTS

POSITION IS: OPEN UNTIL FILLED
WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
PUBLICATIONS: Major sites or publications in specified areas: Ketchikan Daily News; Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

<p>FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT: (907) 228-5631 OR ON-LINE AT http://www.ktn-ak.us/jobs</p>
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CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

METER RELAY CONTROLMAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of duties related to the installation, calibration, and maintenance of substation and generating plant control equipment and system relay protection/metering equipment. Supports SCADA system control devices and field equipment. Supports field revenue metering.

The Meter Relay Controlman must perform his/her duties in a manner that reflects positively on the City, the Utility, and the Division, and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the Division.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Installs, tests and calibrates substation system relay protection/meter and control equipment.
2. Installs, tests, and calibrates system generation protection/meter, instrumentation and control equipment.
3. Downloads and analyzes event recordings from system protection and recording devices.
4. Installs, calibrates, and maintains system SCADA input devices.
5. Programs and configures system protection and recording equipment.
6. Assists in parts resourcing and procurement.
7. Assists with job planning and manpower scheduling.
8. Maintains electrical system prints.
9. Assists in achieving technical, as well as revenue objectives through specific assignments.
10. Possesses and maintains a knowledge of national and local electrical codes and practices.
11. Facilities work with SCADA support personnel and SCADA field control devices.
12. Serves as coordinator for assigned projects.
13. Confers with outside agents, suppliers, and consultants to expand resource base and utilize current technologies.
14. Performs the duties of Journeyman Wireman/Electrician as assigned.
15. Performs related duties as required.

CITY OF KETCHIKAN
Meter Relay Controman (Continued)

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods, practices, equipment, and tools used in the installation, repair, and maintenance of electrical systems, including electrical generators and substations.
Operational characteristics of a variety of electrical systems.
Technical aspects of the electrical field of specialty.
Basic electrical theory and calculation of formulas.
Electrical codes and their proper implementation.
Occupational hazards and standard safety practices.
Motor SCR voltage controllers and static exciters.
Electrical metering, including the selection and installation of current transformers, potential transformers, and watt-hour meters.
Maintenance and installation of generation, distribution, and transmission protective relaying.
Computer controlled test equipment and programmable equipment.

Ability to:

Perform installation, repair, and maintenance of electrical systems, including electrical generators and substations.
Make arithmetic calculations quickly and accurately.
Read and produce electrical system control prints.
Derive concrete and meaningful conclusions from large amounts of data and other inputs.
Transform complex control strategies into solutions that can be communicated simply and convincingly to non-electrical personnel.
Use of a variety of tools and machines utilized in the electrician trade.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Analyze situations accurately and adopt an effective course of action.
Maintain records and prepare reports.
Read, interpret and follow rules, regulations, policies and procedures.
Perform other skilled maintenance work as assigned.
Assist Journeyman Powerplant Mechanics.
Operate small watercraft.
Prioritize and schedule work.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade with two years of electrician training and successful completion of an indentured apprenticeship program.

Experience:

Four years of responsible electric meter or electrician experience related to area of assignment.

License or Certificate:

Possession of, or ability to obtain, a valid driver's license.

Possession of a State of Alaska Journeyman Electrician Certificate of Fitness.

Possession of a current first aid and CPR certification

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed in an indoor and outdoor setting, with extensive public contact and occasional travel from site to site; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; exposure to all types of weather and temperature conditions, electrical energy, and high voltage; exposure to potentially hostile individuals; subject to callout at irregular hours.

Physical: Incumbents require sufficient mobility to perform moderate or light lifting; walk, stand, or sit for prolonged periods of time; bend, stoop, kneel and crawl; and operate motorized equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 105%
Union: Yes-KPU
FLSA: Non-Exempt
Date Approved: March, 2020
Date Amended: N/A

Human Resources Manager Approval

City Manager Approval