

# Electrical Metering Technician (Calgary or Edmonton)

Electrical Metering Technician

*Carma Corp.*

2023-03-16

Have you completed your Electrical Engineering Technician Certification at NAIT or SAIT?

Carma Corp. Utility Submetering and Billing Solutions is looking for a Full Time Metering Technician.

## **Carma Corp. Job Description**

### **METERING TECHNICIAN Calgary or Edmonton Region**

#### **General Description:**

Under general direction of the Regional Supervisor and National Project Manager, the role will be responsible for executing scope of work as per contractual requirements, identifying potential customer related improvements and added value services or products. Providing equipment maintenance and troubleshooting. Foster professional relationships with clients, property management & building staff to ensure customer service excellence.

#### **Characteristics, Features, Requirements:**

This is a fulltime position. During your employment, you are expected to familiarize with the Carma Quality Manual, Carma Health and Safety Manual, the Field Orientation Safety and Technical Manual, the Carma Installation Manual and the Commissioning and Installation Inspection Manuals. The Orientation Skills Requirement for all Trainees will be implemented, tests will be performed and graded before orientation training is complete. You will also clearly demonstrate your ability to work independently and perform all of the technical requirements found with each of the primary work responsibilities described below – *Metering Technician Responsibilities*. Critical to these responsibilities, is the requirement to complete assigned tasks successfully and on-time.

#### **Reporting:**

The role reports directly to the Region Supervisor and National Projects Manager; who will be the training mentors and will monitor and review performance goals and objectives and weekly work schedules. The Metering Technician is required to report as follows, but not limited to:

- Submit weekly activity and expense reports by 9:00 am Monday each week for the prior week. Reporting includes, service work orders, submeter commissioning and accuracy inspection reports to the Supervisor of Technical Services.

### **Important and Essential Duties:**

The duties of this position include, but are not limited to, the following:

#### **Metering Technician Responsibilities**

- Utility submeter commissioning, verification and other related work on all Projects as assigned;
- Installation verification inspection of electrical submetering systems;
- Project system design, configuration equipment ordering, and as-built documentation;
- Equipment delivery, equipment inventory and return material authorizations (RMA);
- Communicate with installing contractors regarding installation requirements, equipment deliveries and deficiency corrections;
- Provide customer training on Carma products and services;
- Occasional work out of town and outside of regular office hours will be required as part of your regular duties;

### **Experience/Knowledge/Ability**

- Successfully completion of the Carma Corp. training process including field Installation Inspection and Verification Accreditation -- Level One, Two and Level Three;
- The ability to work independently and perform all of the technical requirements found within each of the primary work responsibilities described in the "Important and Essential Duties" section, of this document;
- Excellent Communication skills (written and verbal);
- Microsoft office;
- Ability to solve complex problems;
- Attention to detail;
- Ability to work independently and as part of a team;
- Electrical Certification and Knowledge is a must;
- Mechanical equipment knowledge is an asset.

### **Qualifications**

- Post-Secondary, minimum 2-year Electrical Certificate/Diploma and some industry work experience;
- Superior knowledge of **Microsoft office** applications;
- A valid 5 class driver's license, and proof of insurance coverage is required.

## **Working Conditions**

- Ability to work safely in various settings such as electrical rooms, construction sites and office buildings;
- Ability to work safely on ladders and automated lift devices (training provided);
- Able to wear appropriate safety gear is required (PPE provided).

Contact/Apply: Jim Rychlo - Regional Sales Manager  
[jrychlo@carmacorp.com](mailto:jrychlo@carmacorp.com)

[www.carmacorp.com](http://www.carmacorp.com)