

## SUPERVISOR, METERING

Elexicon Energy is the fourth-largest municipally owned electricity distributor in Ontario. Our mission is to provide our customers with reliable, affordable energy services and to continuously improve to meet their needs, while ensuring the needs of our shareholders are met through sustainable growth.

The Supervisor, Metering assists the Manager, Metering in leading a team of technicians in the day to day operations of metering department in a safe and efficient manner. Team members are located in the Whitby and Belleville offices. The successful candidate will be responsible for metering in all of Elexicon's service territories which include 2 different AMI platforms.

This position reports to the Metering Manager at the Ajax location and is responsible for the daily activities as follows:

### DUTIES AND RESPONSIBILITIES

- + Leads a team of technical field staff in the delivery of the metering work projects, ensuring the work is executed efficiently and on time.
- + Ensures that all work is completed in accordance with Elexicon's conditions of service and all regulatory requirements.
- + Co-ordinate, schedule overall work related to metering operations. Monitors and reports on progress of this work with the entire team.
- + Liaise with meter testing vendors to ensure proper testing of sample groups and reverifications according to Measurement Canada specifications.
- + Maintain physical testing records and update CIS system to track meter expiration data of all new and reverified meters.
- + Develop and maintain analyzing schedule of large usage customers to ensure accuracy of the service in comparison with billing data.
- + Responsible to provide inventory updates and recommend purchases of meters and material to ensure completion of work projects. Liaise with vendors to ensure timely delivery of materials.
- + Work with MSP to ensure compliance of IESO services including wholesale, generation, and battery storage.
- + Assist with the manager in coaching and developing a positive environment within the metering department. Conduct frequent evaluations and report the progress of these activities to the manager.
- + Conduct regular safety inspections/incident reporting, co-ordinate safety meetings and promote a safe work environment for the team.
- + Train team on new processes, software, equipment, and metering advancements as they are implemented.

- + Assist the manager with budget requirements by ensuring the following items are approved and validated: time sheets, expense vouchers, employee boot and clothing allowance, invoicing and receipt of purchased metering materials.
- + Assist team members in maintenance of vehicles and equipment.
- + Liaise with other Elexicon departments. Required to attend meetings to develop or maintain new processes and standards with other departments.
- + Co-ordinate with credit collections department in the scheduling of disconnects and reconnects.
- + Join external interest groups in order to stay current with the ever-changing technology in the Ontario metering landscape. Network with counter parts in other LDC's as an Elexicon Subject Matter Expert (SME).
- + Other duties as required may be considered part of these responsibilities.

## **EDUCATION, SKILLS, AND EXPERIENCE**

- + 6 to 7 years of related experience.
- + Journey person Metering Certificate that is M.E.A. accredited with a College Diploma in electrical engineering at the Technician or Technologist level eligible for O.A.C.E.T.T. accreditation.
- + Proficiency with software from the following metering manufacturers: Elster, Sensus, Itron, Ion and Aclara.
- + Experienced with Measurement Canada, IESO, OEB and ESA regulations and requirements.
- + Knowledgeable of the Electricity & Gas Inspection Act of Ontario.
- + Knowledgeable with analog, digital and cellular communications.
- + Demonstrate awareness of Health and Safety legislation.
- + Working knowledge of billing and CIS systems.
- + Demonstrates excellent written and communications skills with staff, management and external customers.
- + Proficiency in MS Office (Word, Excel, Teams and Outlook).
- + Demonstrate conflict and problem-solving skills.
- + Must have a valid Ontario Class "G" Driver's License.

**Please note: Elexicon's Vaccination Policy requires confirmation of full vaccination status as a condition of employment.**

Interested and qualified applicants are encouraged to submit their resume to:

**[hr@elexiconenergy.com](mailto:hr@elexiconenergy.com). Please quote position title and shift that you are applying for in the subject line of your email.**

Please note that accommodations can be provided upon request. Only the candidates who meet the qualifications and experience for the position will be contacted for an interview. We thank you for your interest in Elexicon Energy.