

# JOB POSTING

JOB TITLE: METER DATA ANALYST  
DEPARTMENT: METER DEPARTMENT  
SUPERVISOR: METER SUPERINTENDENT  
HOURS OF WORK: 7:00 A.M. – 3:00 P.M.  
FLSA STATUS: FULL TIME, NON-EXEMPT  
RATE OF PAY: \$27.39

If you have the qualifications listed on the Job Description and are interested in the position, please submit your resume to [resumes@rp-l.com](mailto:resumes@rp-l.com).

Date: March 30, 2026

*Robert M. Schroeder*  
*Director of Human Resources*

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UPDATED: 9/9/2025

This position reports to the Meter Superintendent and is responsible for collecting, validating, analyzing, and maintaining electric meter data to ensure accuracy in billing, regulatory reporting, and system operations for Richmond Power & Light (RP&L). They ensure the transfer of data and provide data and reports for customers, both internal and external. This position supports the utility by ensuring the integrity of metering data and providing actionable insights to technicians, management, and other departments. They must learn and understand many complex electrical and metering concepts and apply them with both speed and accuracy. This position is subject to RP&L Drug and Alcohol-Free Policy. This includes pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing.

Typical duties include, but are not limited to the following:

- A. Monitor, validate, and analyze daily meter readings from MV-90, AMI, and other systems to ensure meter data integrity and timely transfer of validated data to the billing system and MDM daily.
- B. Identify, investigate, and resolve data anomalies, missing reads, and irregular consumption patterns. Coordinating with IT and metering technicians to troubleshoot meter and communication issues.
- C. Coordinate with IT and technicians to maintain the systems daily and upgrades as needed.
- D. Run daily and miscellaneous reports as needed using load monitoring and research software (MV90), billing, spreadsheet, and database systems, and any other software that may be applicable.
- E. Maintain and update meter databases, records, and reporting tools.
- F. Assist with energy loss analysis, load research, demand forecasting, rate and other operational studies.
- G. Assist Meter Technicians with power quality or other related issues.
- H. Assist and/or perform the duties of the Meter Reader, Meter Clerk, and Dispatcher in their absence.
- I. Maintain work equipment and areas in a clean and orderly condition.
- J. Perform operator level checks and maintenance on assigned company vehicles. Keep vehicle clean and safe and report any vehicle problems promptly.
- K. Perform other jobs assigned in time of special need to assure continuity of service.

## **Background**

### **Confidentiality:**

This job works with customer related information, confidentiality must be exercised. It must be understood that any breach of customer confidentiality could damage our customers, which in turn could damage RP&L.

### **Contacts:**

Intra-company contacts may include all departments within RP&L, either personally or electronically (e-mail, telephone, radio). Outside contacts may consist of any or all RP&L customers including large or “Key” customers, vendors, and city officials.

### **Equipment:**

This position will require you to work with many different pieces of sensitive electronic equipment (electronic standards, computers, handheld measurement devices) and test equipment.

### **Expenditures:**

Must work within a defined budget and accounting system involving petty cash and work orders.

### **Mental Application:**

This person must be mentally and psychologically able to perform all the required duties. This person is required to follow and carry out both written and verbal orders using good judgment and even common sense. They must be able to take direction from other metering personnel in addition to the Meter Superintendent.

### **Physical Demands:**

The physical demands described here are representative of those which 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. While performing the duties of this job, the employee is required to stand, talk, hear, walk, sit, lift, pull, reach, stoop, kneel, crouch, and smell. The employee must occasionally lift and/or move up to 60 lbs. Specific vision abilities required by this job, include close vision, distance vision, peripheral vision, and depth perception. Must be able to identify color variations because of wire coding system.

**Responsibility:**

This position is responsible for all aspects of collecting, validating, analyzing and disseminating meter data using many different systems, maintaining the systems, and keeping accurate records. The data analyst must coordinate with the rest of the meter department, billing, the dispatcher, the line department's service crews, and the engineering department. They are often the first contact with our large customers for providing meter data and reports as needed.

**Supervision:**

This position does not require the person to be a direct supervisor of employees but, will be expected to lead the activities of others for the purpose of training. Must be able to work without direct supervision.

**Training:**

This position requires successful completion of three training periods of six months minimum during which the Analyst must demonstrate satisfactory and steadily increasing proficiency in all facets of the job. A formal performance appraisal will be made at least once during each training period to determine the employee's level of proficiency, progress and readiness to advance to the next training level. Such appraisals will be based on their successful completion of required training programs and examinations as well as job knowledge and proficiency, attitude, productivity, work habits, safety performance and other factors.

**Working Conditions:**

Work is mostly desk and lab work, but some will be performed outdoors, with some exposure to inclement weather. This position requires learning, applying, and following numerous RP&L, APPA, OSHA, and industry standard safety rules and practices. Violations of the safety rules, practices and procedures will be dealt with in accordance with the company policies.

**Qualifications**

A two-year associate degree in Business Administration, Electronics, Engineering, Industrial Technology, Data Analytics, Information Technology, or a related field is preferred. It shall be the prerogative of the utility to determine whether a particular college university or a particular degree shall be accepted for this requirement. If a candidate is otherwise qualified, the utility may, at its sole discretion, allow them to begin training in this position if they immediately begin an approved degree program and make continual progress towards a degree.

Must have high school diploma or GED. Must have demonstrated ability and be proficient in high school level mathematics, science subjects, oral and written communications, technical terminology, and graphical data.

Two or more years of previous billing system, meter reading and data management system, and customer service experience preferred.

Must have strong analytical and problem-solving skills with attention to detail and ability to manage multiple priorities at once.

Must demonstrate proficiency in Microsoft Office Suite, especially Microsoft Excel, Access, and database/reporting tools, experience with SQL or BI software a plus.

Must be neat in appearance, professional, pleasant, and well-mannered at all times including in person, phone, and email communication.

Must be able to work without direct supervision, to exercise initiative and good judgment, to readily assume responsibility and to make decisions within the scope of assigned authority.

Must take and successfully complete appropriate supervision and technical schooling as directed by the department head.

Must have the ability to handle paperwork flow skillfully, to write legibly, to use simple hand tools, do mental calculations accurately, and have good finger dexterity and hand strength.

Must be willing to work in inclement weather and willing to work a reasonable amount of overtime including some Saturdays and Sundays.

Must be able to identify color variations from one another because of our wiring coding system.

Must be able to bend, stoop and work in awkward positions, and be able to maneuver stairways, ladders and to work in confined spaces, as the job requires.

Must have a valid motor vehicle operator's license and a good driving record.