

Meter Data Analyst

At Freeborn Mower Electric Cooperative we thrive on data-driven insights. Are you passionate about extracting meaningful information from data to inform data-driven decisions? Ready to make an impact? If so, read on!

The Meter Data Analyst will operate, monitor, support and maintain the meter data management system (MDMS), in conjunction with other systems, processes and programs. In addition, this position will leverage data and reports to ensure effective program development, appropriateness of rate classifications and accurate monthly billing.

The Meter Data Analyst is responsible for the administration of the MDMS by maintaining its setup and configuration, providing MDMS support to staff and having an in-depth knowledge of its functionality and the benefits it can offer across the entire organization. The successful candidate will have an analytical, detail-oriented mindset with a drive for accuracy and a desire to problem solve.

A combination of an associate degree plus three or more years of relevant experience. In lieu of degree, an equivalent combination of education, training, and/or experience in utility service, or related field may be considered. Bachelor's degree in business, statistics, accounting, or a related field from an accredited college or university is preferred.

This is a non-union, non-exempt, full-time position with a 40-hour minimum work week. Some travel may be occasionally required. A detailed job description can be viewed on our website.



3366 Bridge Avenue, PO Box 611
Albert Lea, Minnesota 56007



(507) 373-6421
(800) 734-6421



info@fmec.coop
www.fmec.coop

Interested parties should complete the application form found on this page and submit or mail, along with a current résumé to:

Freeborn Mower Electric Cooperative
Attn: HR Coordinator
PO Box 611, Albert Lea, MN 56007

DEADLINE TO APPLY: Friday, May 3, 2024

This institution is an equal opportunity provider and employer.

I. OBJECTIVES

The Meter Data Analyst plays an important role in the operation of the cooperative. The purpose of this position is to operate, monitor, support and maintain the meter data management system (MDMS), in conjunction with other systems, processes, and programs. Leveraging data and reports to ensure effective program development, appropriateness of rate classifications, and accurate monthly billing.

Work is performed under the supervision of the Director of Finance.

II. RESPONSIBILITIES

➤ Meter Data Management System

- Responsible for the administration of the MDMS by maintaining its setup and configuration, providing MDMS support to staff, and having an in-depth knowledge of its functionality and the benefits it can offer across the entire organization.
- Proactively ensures meter data is accurately and efficiently being integrated with the MDMS and other applicable systems.
- Ensures the validity of meter data including things such as, but not limited to, estimation of missing self-read data, analysis of load, and time-of-use billing. Proactively troubleshoot any meter data problems and coordinate resolutions with appropriate parties.
- Provides data reporting and analytics assistance to support cost of service studies, load forecasts, billing analysis, specialty rates, and

member programs such as EV charging, time-of-use, energy management, and distributed generation.

- Develops ad-hoc and automated reports. Such reports may include, but are not limited to, payback and value of energy management programs, energy demand reduction, rate appropriateness for individual members, distributed generation production, missed readings for billing, and/or large variation in energy usage, etc.
- Has an in-depth knowledge and understanding of the Cooperative's rate philosophy and tariffs. Analyzes trends in meter data and provides meter data and input for rate studies as requested. Ensures rate schedule policies are updated and posted.
- Creates and monitors reports that regularly analyze a member's energy consumption and ensures they are on the appropriate rate or program to achieve energy efficiency goals and/or lower financial risk/impact to the Cooperative and its members. Informs member and works closely with billing staff when a rate change is necessary.
- Performs rate comparisons and calculations for member accounts. Assists members with understanding their bill, usage patterns, and rate structure. Handles member escalations regarding complex rate concerns.
- Collaborates with the Energy Solutions Department to ensure meter data is being leveraged to develop, implement, facilitate, and assess the value of member programs and services. Assists with launching and maintaining member programs.
- This position is expected to evolve and adapt as new emerging technologies enter the energy industry or as the needs of the Cooperative change.

Miscellaneous

- Attend meetings, training, workshops and/or seminars, with a focus on National Information Solutions Cooperative (NISC) software, training and implementation.
- Attend meetings, training, workshops and/or seminars, with a focus on Sensus metering software, training and implementation.
- Abide by the Cooperative's Safety and Operating Procedures and adhere to board approved policies.
- Maintain enforcement of all related Information Technology Policies.
- Serve on special committees when asked.
- Perform other work as assigned.

III. POSITION REQUIREMENTS:

Education:

- A combination of an associate’s degree plus three or more years of relevant experience. In lieu of degree, an equivalent combination of education, training, and/or experience in utility service, or related field may be considered. Bachelor’s degree in business, statistics, accounting, or a related field from an accredited college or university is preferred.

Abilities and Skills:

- Must have an analytical, detail-oriented mindset with a drive for accuracy and a desire to problem solve.
- Must be able to balance multiple priorities, be self-motivated and complete projects with minimal supervision.
- Must have a strong grasp of Excel and working knowledge of Microsoft Office and Windows.
- Some travel may be required. This position may require work outside of normal business work hours.
- Must have the ability to work in a fast-paced environment.
- Must have a valid Minnesota Class D Driver’s License and acceptable driving record.

Physical Characteristics:

- Must have the physical ability to perform the essential functions of this position with or without reasonable accommodations and must present a neat, businesslike appearance.

FLSA Status:

- This is a non-union position and is non-exempt under the FLSA Labor Standards Act. Daily time sheets will be maintained. This position is full-time with 40 hours per week.

IV. PHYSICAL DEMANDS:

Activity

Percentage of Time

Bending

0 10 20 30 40 50 60 70 80 90 100

Squatting	0	10	20	30	40	50	60	70	80	90	100
Crouching	0	10	20	30	40	50	60	70	80	90	100
Pushing/Pulling	0	10	20	30	40	50	60	70	80	90	100
Reaching above Shoulder level	0	10	20	30	40	50	60	70	80	90	100
Sitting	0	10	20	30	40	50	60	70	80	90	100
Standing	0	10	20	30	40	50	60	70	80	90	100
Twisting	0	10	20	30	40	50	60	70	80	90	100
Walking	0	10	20	30	40	50	60	70	80	90	100
Must Be Able To Reach overhead	0	10	20	30	40	50	60	70	80	90	100
Consistently move on your feet	0	10	20	30	40	50	60	70	80	90	100
Wear PPE	0	10	20	30	40	50	60	70	80	90	100
Climb Ladders	0	10	20	30	40	50	60	70	80	90	100
Lifting in Awkward Positions	0	10	20	30	40	50	60	70	80	90	100

Lifting

Up to 10 lbs.	<u>From the Floor</u>	<u>From Waist Level</u>	<u>Overhead</u>	Rarely	Occasionally	Frequently
11 – 24 lbs.	<u>From the Floor</u>	<u>From Waist Level</u>	Overhead	Rarely	<u>Occasionally</u>	Frequently
25 – 34 lbs.	<u>From the Floor</u>	<u>From Waist Level</u>	Overhead	<u>Rarely</u>	Occasionally	Frequently
35 – 50 lbs.	<u>From the Floor</u>	<u>From Waist Level</u>	Overhead	<u>Rarely</u>	Occasionally	Frequently
51 – 75 lbs.	<u>From the Floor</u>	<u>From Waist Level</u>	Overhead	<u>Rarely</u>	Occasionally	Frequently

Carrying

Up to 10 lbs.	Rarely	Occasionally	<u>Frequently</u>	Distance 150'	Hours per day	1
11 – 24 lbs.	Rarely	<u>Occasionally</u>	Frequently	Distance 100'	Hours per day	1
25 – 34 lbs.	<u>Rarely</u>	Occasionally	Frequently	Distance 10'	Hours per day	.25
35 – 50 lbs.	<u>Rarely</u>	Occasionally	Frequently	Distance 10'	Hours per day	.25
51 – 75 lbs.	<u>Rarely</u>	Occasionally	Frequently	Distance 10'	Hours per day	.25

Pushing/Pulling

Up to 10 lbs.	Rarely	<u>Occasionally</u>	Frequently	Distance 50'	Hours per day	1
11 – 24 lbs.	Rarely	<u>Occasionally</u>	Frequently	Distance 50'	Hours per day	1
25 – 34 lbs.	Rarely	<u>Occasionally</u>	Frequently	Distance 10'	Hours per day	.25
35 – 50 lbs.	<u>Rarely</u>	Occasionally	Frequently	Distance 10'	Hours per day	.25

Simple Grasping

Right Hand	<u>Yes</u>	No
Left Hand	<u>Yes</u>	No

Firm Grasping

Right Hand	<u>Yes</u>	No
Left Hand	<u>Yes</u>	No

Pushing/Pulling	Right Hand	<u>Yes</u>	No
	Left Hand	<u>Yes</u>	No

Fine Manipulation	Right Hand	<u>Yes</u>	No
	Left Hand	<u>Yes</u>	No

Repetitive Movements (i.e., typing, operating foot controls on motor vehicles)	Right Hand	<u>Yes</u>	No
	Left Hand	<u>Yes</u>	No
	Right Foot	<u>Yes</u>	No
	Left Foot	<u>Yes</u>	No

Work Environment

OUTSIDE	Never	<u>Rarely</u>	Occasionally	Frequently
INSIDE	Never	Rarely	Occasionally	<u>Frequently</u>
AIR CONDITIONED	Never	Rarely	Occasionally	<u>Frequently</u>
SMOKE FREE AREA	Never	Rarely	Occasionally	<u>Frequently</u>
FUMES	Never	<u>Rarely</u>	Occasionally	Frequently
GROUND LEVEL	Never	Rarely	Occasionally	<u>Frequently</u>
USE OF STAIRS	Never	Rarely	<u>Occasionally</u>	Frequently
WORK IN DUSTY CONDITIONS	Never	<u>Rarely</u>	Occasionally	Frequently
WORK WITH COMPUTERS	Never	Rarely	Occasionally	<u>Frequently</u>
WORK WITH OTHER PERSONS	Never	Rarely	Occasionally	<u>Frequently</u>
WORK WITH MEMBER	Never	Rarely	<u>Occasionally</u>	Frequently