

APPRENTICE METERMAN

*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.*

JOB OBJECTIVES

To assist in performing technical duties in the testing, repair, calibration and programming of all classes and types of electric meters and associated facilities; to learn to install, connect, and evaluate metering installations; to test and repair lighting fixtures, electrically operated or controlled tools and work equipment; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from meter foreman.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Learn to perform technical duties in the testing, repair, calibration and programming of all classes and types of electric meters both electro-mechanical and electronic.
2. Assist in installing, connecting and evaluating single and three-phase secondary and primary metering installations.
3. Test and repair lighting fixtures, electrically operated or controlled tools and work equipment; test instruments, communication equipment and distribution equipment.
4. Troubleshoot, test, repair and maintain electrical and mechanical equipment at City-owned facilities.
5. Test, repair, maintain and install substation relays, circuit breakers, voltage regulators, power transformers, and all equipment related to metering and control.
6. Locate and mark underground primary and secondary conductor runs.
7. Locate primary and secondary faults.
8. Respond to power system outages; assist in locating and repairing trouble in overhead or underground high and low voltage lines; replace fuses; perform switching functions to transfer loads as required.
9. Program electric meters and relays using computers or electronic devices both in the shop and in the field.
10. Participate in installing new electric services to residential and commercial customers.
11. Participate in building, operating and maintaining City-owned portions of sub-stations.
12. Read and interpret electrical system maps and drawings.
13. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an electric utility construction, maintenance and repair program.
Computers and software, such as database and word-processing programs
Operating characteristics and test calibration and repair procedures for metering and distribution control equipment, including substation distribution relays.
Computerized testing and calibration of single and three phase electric meters and substation relays.
Basic electric distribution design practices and concepts as they relate to line construction and maintenance.
Occupational hazards and standard safety precautions.
Operational characteristics of a variety of maintenance and repair tools and equipment used in electric distribution systems.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Provide assistance in testing, repairing, calibration and programming of electric meters.
Learn to install, repair and maintain metering installations, lighting fixtures, electrically operated or controlled tools and work equipment, test instruments, and related equipment.
Learn to test, repair, maintain and install substation relays, circuit breakers, voltage regulators and power transformers and metering-related equipment.
Troubleshoot electrical and mechanical equipment.
Perform heavy manual labor.
Utilize a variety of tools and equipment in a safe manner.
Read, interpret and understand electric drawings and maps.
Identify energized and de-energized conductors.
Adhere to established safety rules, regulations and guidelines.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Use a computer to communicate with meters, relays, electronic data recorders, and other computer-operated devices.

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:

Equivalent to completion of the twelfth grade. Completion of an approved electrical journeyman lineman apprenticeship program.

Experience:

Minimum of one year of experience working as a journeyman electrical lineman.

License or Certificate

Possession of an appropriate, valid Class A commercial driver's license.

Possession of an appropriate, valid journeyman lineman certificate.

CITY OF FOREST GROVE
Apprentice Meterman (*Continued*)

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands 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 these essential job functions.

Environment: Field environment; travel from site to site; work underground or on overhead power lines, on slippery surfaces; exposure to high voltage power lines, construction equipment, inclement weather conditions, noise, dust, and gases. Work within power substations and control buildings, with exposure to energized high voltage lines and equipment.

Mobility: Incumbents require sufficient mobility to perform moderate or heavy lifting; to walk, stand or sit for prolonged periods of time; to climb power poles; and to operate motorized equipment and vehicles.

Vision: Vision sufficient to distinguish color, read small print, and operate assigned machinery and equipment.