

**MAJOR FUNCTION**

This is semi-skilled work as part of an apprentice training program designed to provide the knowledge, skill, and experience to advance to the Meter Technician II, a journey level job. Training includes study and work in the field. Incumbent must make satisfactory progress as the training and work experience program develops into more complex and hazardous work tasks and demands, and pass various apprenticeship tests. Duties include testing, installing, repairing and reading a wide variety of electric meters, analyzing problems and supporting customer and system design standards. In the early stages of the program, journeyman level technicians provide direct supervision, but as the essential skills are learned, more independence is exercised. Work is performed in accordance with established policies and procedures and reviewed through conferences, observations and by results of performance, as well as evaluated by journey level and supervisory personnel.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

This is a five-year apprenticeship. The first year of the training will be performing groundsman duties involving a variety of tasks in Electric Utility metering functions. The second through fourth year will consist of the City of Tallahassee Electric Utility state certified program learning and performing the following: Tests, repairs, and replaces defective parts of electric metering, power quality, testing and associated equipment and devices. Calibrates single-phase and poly-phase transformer rated and self-contained meters up to and including 480-volt meters. Wires meter sockets, test switches, and current transformers in the field. Reads and records meter readings on secondary and primary voltage accounts and substations and Power Grid Interchange metering points. Installs transformer rated and self-contained meters. Tests, repairs and calibrates all recording volt meters, ammeters and ohmmeters. Records test data, completes service orders and other related clerical functions. Tests, wires, installs, and calibrates substation and generating plant monitoring equipment. Installs printing demand meters and solid-state equipment. Tests current transformers and potential transformers. Performs maintenance and troubleshoot network systems. Demonstrates working knowledge of all equipment and instruments relative to Electric Utility metering functions. Good working knowledge of Microsoft Windows Operating Systems. At the completion of the apprenticeship, the employee must perform all duties pertaining to Electric Utility metering functions. Performs other duties as required.

**Other Important Duties**

Performs clean-up in the general work area when regular assignments are completed. Attends various safety and training courses and engages in independent study of materials related to electric meters and meter technology. Drives a department vehicle and at times will operate a specialized vehicle to perform assigned tasks. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of basic electricity and safety practices as applied to light, power and meter applications. Ability to use ammeters, volt meters, ohmmeters, and related metering and measuring equipment used in the electric utility. Ability to test and repair single and poly phase meters. Ability to maintain records. Ability to establish and maintain effective working relationships with the public, peers and other employees. Skill in basic network topology and network trouble analyzing. Knowledge of Microsoft Office and Windows Operating Systems.

Note: Knowledge, abilities and skills must increase with a field/classroom demonstration of this progress, as outlined in apprentice program, in order for the employee to advance through the various steps in the apprenticeship program.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and completion of an electrical or electronics program from a community college, vocational or technical school; or possession of a high school diploma or an equivalent recognized certificate and two years of technical experience in electrical or electronics work which may include reading, installing, connecting, disconnecting, repairing, fabricating and/or calibrating utility meters; or an equivalent combination of training and experience.

Necessary Special Requirements

Must be able to pass the City of Tallahassee - Electric & Gas Utility pre-employment screening and assessment program.

Individuals in this classification are in an apprentice program that is an “up or out” program. As such, they must show continued advancement through the program or will be subject to termination.

Employees in this classification are required at the time of appointment to possess and to maintain the appropriate valid State Commercial Driver’s License in order to have continued employment. This includes a requirement that the employee register with the Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse.

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Individuals in this classification must be available to serve on-call and are subject to having to work outside of their assigned shift/schedule to meet operational needs.

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