



UNION JOB DESCRIPTION

TITLE: Meter Apprentice

DEFINITION:

Under the direction of the Metering Superintendent or designee, performs various and incidental jobs in connection with the operation of the Meter Department. Nature of jobs to be assigned will be of the type that will enable the applicant to learn various phases of meter work that would justify advancement at the end of each period of a Meterman's training. Attends formal classes to supplement on-the-job-training.

DISTINGUISHING CHARACTERISTICS:

This is a minimum 6,000 hour, 3-year apprenticeship program approved by the Joint Apprentice Training Committee (JATC). Apprentices will receive and must attend a minimum of 144 hours of related supplemental instruction on non-paid status per year. The Meter Apprentice program is based on a step progression of six steps consisting of not less than 6-months, minimum 1000-hours of on-the-job training for each step. The JATC determines if the incumbent may progress to the next step, based on satisfactory job performance, classroom progress, step tests and/or evaluations and recommendation by the Meter Sub-Committee. Per CBA 7.9.9: A Meter Apprentice in their final period may, for relief only, take the place of a Journeyman Meterman, if qualified and by the Joint Apprenticeship Training Committee's (JATC) approval, and shall be paid Journeyman Meterman's rate of pay only while working as a Journeyman.

BASIC RESPONSIBILITIES:

While learning the Meterman's trade:

1. Attends and completes District core classes, acquiring required employment skills, within the first six months of Apprentice program.
2. Attends and completes required related training acquiring a First Aid/CPR Card and Defensive Driving card within the first six months of Apprentice program.
3. Studies and applies efforts toward learning meter work that will qualify employee as a Meter Journeyman.
4. Assists in installation, maintenance, repair, testing and calibration all types of electrical energy metering and related equipment in the Meter Shop, on customers' premises and in District Substations.
5. Assists in changing graphic charts on recording meters.
6. Assists in testing of rubber safety appliances and hot lines tools.
7. Assists in investigation of customer complaints relating to the operation of the District's metering equipment.
8. Assists in working with other District personnel, departments and government agencies in the investigation of power theft.
9. Assists in working with other District Departments and personnel in troubleshooting and analyzing problems with the District's low voltage secondary distribution system.
10. Assists in Disconnects and reconnects of 3-phase; meters for customer service.
11. Assists in troubleshooting and analyzing electrical problems as assigned on the customers' premises.

BASIC RESPONSIBILITIES: (continued)

12. Once assessed and trained, qualified third (3rd) through sixth (6th) period Meterman Apprentices working unassisted may install and perform routine testing of self-contained single phase meters, both in the shop and in the field.
13. Ensures a safe and neat working area.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education/Experience:

- High School diploma or equivalent.
- Applicants for Apprenticeship shall be at least eighteen (18) years of age.

License or Certification:

- Valid Washington State Driver's License, or the ability to obtain one within thirty (30) days of employment.

SELECTION PROCESS

- Successful completion of such selection tests as approved by the JATC large committee and administered by the District.

WORKING CONDITIONS:

- Work is generally performed in the Meter Shop and in the field and in all types of weather conditions, including severe weather conditions.
- Incumbents must be able to walk varying distances on varying surfaces and terrain.
- Must be able to drive District vehicles in varying traffic conditions.
- Incumbents are exposed to encounters with dogs and other animals, and frequent contact with customers, and the general public.
- Must be able to lift and carry items up to 50 lbs.
- Requires climbing ladders up to 20 feet.
- Requires bending, kneeling or stooping to perform work.