

JOB DESCRIPTION
GALLATIN DEPARTMENT OF ELECTRICITY
Apprentice Meter Technician (Level I-III)
Pay Range: \$28/hr-\$30/hr

At GDE, we believe teammates who put the needs of others before oneself, seek innovative solutions to problems and challenges, and understand how our words and actions impact our teammates and our customers, help GDE achieve our purpose of serving Gallatin together.

POSITION SUMMARY: The Meter Technician reports to the Office Manager. This position will allow individuals to acquire the skills of a Meter Technician level through on the job training and training through the Northwest Lineman College Apprenticeship Program for Meter Technician.

This position is classified as Non-exempt for the purpose of the Fair Labor Standards Act. This position is subject to pre-employment, reasonable suspicion, promotion, return to duty and follow-up drug and alcohol testing. The normal work hours are Monday-Friday, 7:00 a.m.-4:00 p.m., with a 60-minute lunch period or GDE's 9-80 schedule, 9-hour days with one day off during a two-week payroll period with a 30-minute lunch.

Level I

This position is to familiarize the new apprentice with proper work methods and to acquaint him/her with electrical knowledge. This level of apprenticeship will give one the ability to set, remove, test, and assist in programming of meters. Module One should be complete within a minimum of 1 year (12 months) or up to a maximum of 2 years (24 months).

Level II

Responsibilities are the same as Level I and this level of apprenticeship will provide the opportunity to work on all meter installations with the supervision of the Substation Technician. Module 2 should be complete within a minimum of 1 year (12 months) or up to a maximum of 2 years (24 months).

Level III

Completion of Levels I and II and leading into the knowledge and advanced skills to perform all phases of metering work. This level of apprenticeship will provide the opportunity to work on all metering installations, single phase or three-phase without the supervision as long as the company policy allows. Module 3 should be completed within a minimum of 1 year (12 months) or up to a maximum of 2 years (24 months).

ESSENTIAL FUNCTIONS:

Essential functions include, but are not limited to:

- a. Successful completion of all specified modules of the Northwest Lineman College program.
 - a. Level I Module One- Basic Electricity
 - b. Level II Module Two- Advanced Electricity
 - c. Level II Module Three- Standards and Safety
- b. Assists higher grade personnel with repair, maintenance, testing, reconnecting, disconnecting, installation and removal of metering devices.
- c. Loads/unloads meters on racks.
- d. Assist higher grade personnel preparing, delivering, and/or receiving materials from other departments, vendors, or customers.
- e. Aid customers and other employees in a courteous and timely manner.
- f. Complete necessary paperwork on all activities as needed
- g. Maintains equipment stock in vehicles and/or facilities.
- h. Ability to utilize various hand tools, power tools and other tools as required.
- i. Use company Radio (mobile & portable)
- j. Perform basic preventative maintenance on a vehicle when being refueled.
- k. Operate and maintain vehicles in a safe and efficient manner, practicing good housekeeping with all vehicles and associated equipment as assigned. Responsible for keeping truck stocked with appropriate materials and spare parts.
- l. Responsible for cleaning work sites upon completion of required tasks.
- m. Must understand and personally perform all duties in accordance with applicable safety and policy manuals. Employee must follow GDE, NEC, NESC, OSHA, APPA, State and other regulatory agency safety procedures and rules in the performance of all work.
- n. Required to use protective equipment when needed, including but not limited to, hardhat, rubber gloves and insulated cover up equipment, boots, and uniforms that are flame retardant and face shield.
- o. Must attend safety meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas.
- p. Perform any other work and special projects as assigned by a designated supervisor required for the successful performance of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a. Well- developed communication skills, both verbal and written
- b. Sufficient vision which permits the employee to see small parts and numeric designations, including close, distant, color, peripheral vision and depth perception.
- c. Sufficient manual dexterity and fine motor skills, which permits the employee to reach and bend to perform work with hand tools and wire.
- d. Ability to perform arithmetic computations accurately and quickly
- e. Experience demonstrating basic skills using computer applications (for example, using e-mail, internet, word processing, and/or entering data into an application).

- f. Experience demonstrating skill working within a team environment
- g. Experience demonstrating skill communicating with internal/external customers.
- h. Must have knowledge of and/or ability to learn occupational hazards and safety precautions. Also, must be able to become certified in CPR and First Aid
- i. Ability to understand and follow GDE maps, work orders, staking sheets and any type of GDE forms related to work assigned.
- j. Ability to perform most of the principle duties in an outdoor environment that may involve working in adverse weather conditions for extended periods of time. The employee will be exposed to loud noises, mechanized equipment, dirt, dust, rain, sleet, snow, rough terrain, extreme heat, extreme cold, chemicals, low or no light conditions, poison oak/ivy, insect bites/stings, unpredictable animals and foul odors.
- k. Ability to learn GDE service area, transmission and distribution system.
- l. Ability and willingness to perform physically challenging tasks independently for extended periods of times (for example, pushing, pulling, standing, walking, climbing stairs or ladders; squatting, kneeling, bending/or twisting, or carrying and or lifting up to 50lbs).
- m. Ability and willingness to work extended workday/week hours when required by system operating requirements and emergencies.
- n. Ability and willingness to work scheduled overtime.
- o. Certified to operate a forklift or capable of obtaining certification.
- p. Maintain a commitment to excellence and promote the same commitment in those with which he/she works.
- q. Ability to successfully complete bookwork and training as needed for next level

Above all skills, aptitudes, and job experiences, being an ideal team player is the most vital attribute someone must bring to GDE.

SUPERVISION:

Position requires little to no supervision of others.

WORK ENVIRONMENT:

This job operates in a professional environment. This role demands work to be done both in the office and in the field. One must be able to use both office equipment and field equipment.

REQUIRED EDUCATION & EXPERIENCE:

- a. High school diploma or equivalent
- b. Class D Driver License allowing legal operation of a motor vehicle in Tennessee.

PREFERED EDUCATION:

Associates or Bachelor's degree in a similar field

Some experience in electrical materials helpful.