



JOB SPECIFICATION

For Collective Bargaining Unit Positions

POSITION TITLE: Apprentice Meter Technician

EEO CODE: 07

PG: 209

FLSA: Non-Exempt

BU: IBEW 2358

OCC CODE: 1083

POSITION SUMMARY

Under the supervision of Journey Level Meter Technicians, Apprentice Meter Technicians expand their basic knowledge of residential and commercial meters to become a member of JEA's unbeatable Meter Services team. Specifically, this 8,000-hour multi-year apprenticeship program develops:

- Interpersonal skills
- AC/DC Network Analysis
- Digital Fundamentals, Solid State Devices
- Electrical/Electronic Control Systems
- Solid State Analog Circuit Analysis
- Microprocessor Fundamentals and
- Micro Computer Systems Troubleshooting

Apprentices progress through multiple modules of formal classroom instruction and on-the-job field training. They also perform, under the supervision of a Journeyman, a limited range of basic, repetitive and routine tasks involved in the installation, maintenance, testing, calibration and repair of electric meters and associated equipment and/or electric current diversion investigations; this requires 24x7 availability.

Periodic performance assessments measure knowledge and progress. Apprentice Meter Technicians also enter into a written agreement with the JEA and the State of Florida, Department of Labor and Employment Security, Bureau of Apprenticeship.

EXAMPLES OF WORK:

Apprentices develop skills to:

- Evaluate and test new products.
- Clean and process out-of-service equipment.
- Assist with installation, maintenance, testing and repair of self-contained meters (shop and field), load control equipment, secondary transformer rated meters (shop and field), primary rated meters and associated equipment and solid state recorders.
- Assist with building primary metering racks and field check primary and secondary installations.
- Read meters and recorders for data collection, programming, and analyzing services.
- Test metering instrument transformers for accuracy in the shop and field.
- Perform service analysis to provide data for customers and the JEA.
- Perform comparison testing to verify watt-hour test standards, and installs and tests special metering equipment.
- Maintain and calibrate all testing equipment.
- Program all meters and test equipment to meet JEA standards for revenue metering and service testing.
- Investigate revenue diversion and analyzes meter tampering (shop and field).
- Install current diversion meters for investigating theft.
- Prepare revenue diversion case reports for customer's prosecution in court.
- Operate and maintains retrieval and programming devices.

- Assist with operation of energized high voltage disconnect switches, bypass switches and oil circuit breakers pertaining to metering.
- Install bayonet fuses in pad-mounted transformers.
- Maintain vehicles, tools and equipment.
- Operate standard office equipment and uses required software applications.
- Operate company vehicles.
- Participate in system restoration.
- Perform all duties associated with Two-Way Metering and associated equipment for programming, disconnect, reconnect along with determining remote meter status.
- Knowledge to work in CC&B, MDMS and other PC software applications as required for a Meter Technician.
- Verify all Customer, Meter, Metering Equipment and Service point information is correct and matches what is installed in the field through CC&B.
- Perform other job-related work as assigned
- Be available 24 hrs. a day for overtime purpose and emergency work orders.

KNOWLEDGE, SKILLS AND ABILITIES:

Develop and apply knowledge of:

- Procedures for installing, maintaining, testing and repairing load control equipment, self-contained meters, transformer rated meters, rated meters and solid state records, isolation relays, and diversion meters.
- Identify and suggest solutions to routine or recurring problems or solves problems by choosing among a range of defined alternatives. Clear and detailed instructions are provided and tasks are covered by standard procedures. Deviation from procedures and unfamiliar situations are referred to higher levels. Contacts with others are to obtain, clarify and give facts or information.
- Methods for building of primary metering racks, cleaning equipment etc.
- Procedures to investigate to determine meter tampering.
- Processes to energize high-voltage disconnect switches, bypass switches and oil circuit breakers pertaining to metering.
- Procedures for installing bayonet fuses in paid-mounted transformers.
- Practices for maintenance of vehicle, tools and equipment.
- Mathematic and algebraic calculations.
- Electric and electronic theory and applications.
- JEA Safe Work Practices Manual, occupational hazards, safety rules and regulations and first aid etc.
- Procedures for operating command center functions for remote meter operations.
- Procedures for operating ETM functions for troubleshooting meter operations.
- Single and poly phase metering and utility connections.
- Responds to customer inquiries and resolves meter-related problems.
- The ability to work in CC&B, MDMS and other PC software applications as required.
- JEA Engineering Rules and Regulations, standards and associated documents pertaining to meters and service lines.

Possess skill in:

- Maintaining and cleaning tools and equipment.
- Operation and maintenance of retrieval and programming devices
- Operation of company vehicles.
- Operating standard office equipment and using required software applications.
- Installing, maintaining, testing and repairing load control equipment and various types of meters.
- Building primary metering racks.
- Investigating meter tampering.

- Operating various switches and breakers pertaining to metering.
- Applying mathematic, algebraic calculations and electric/electronic theories.

Ability to:

- Perform mathematic and algebraic calculations.
- Operate and maintain assigned vehicles.
- Acquire new skills and knowledge to successfully complete required training.
- Identify and recommend solutions to routine or recurring problems.
- Understand and follow oral and written instructions, communicate effectively etc.
- Comply with safety rules and regulations and employ safe work practices.
- Use an assortment of hand tools and power tools.
- Read and interpret electric wiring prints and schematics.
- Establish and maintain effective working relationships with external and internal customers at all levels of the organization.
- Read, comprehend and apply information from training classes.
- Successfully complete the 8000-hour Apprenticeship program.

OPEN REQUIREMENTS:

Education: High school diploma or equivalent **and**
successful completion of College Algebra or above

- Pass the Physical Abilities Test that is representative of the physical demands of the position.
- Have clearance to wear respiratory protection.
- Pass a medical examination and drug testing prior to appointment.
- Pass color blindness test.

LICENSING/CERTIFICATION/REGISTRATION:

A valid driver’s license is required prior to employment and must be maintained during employment in this classification; additionally a Commercial Driver’s License (CDL) of a certain level and/or with certain endorsements may be required, as will be described in this job specification if applicable.

Within **six (6) months of employment** must obtain and maintain during employment in this class a valid Class “B” Commercial Driver’s License with Air Brake Endorsement.

Note: Successful completion of an approved schedule of work experience and training will be required during the entire apprenticeship period in order to maintain employment. Failure to complete applicable phase/modules of the program may result in separation of employment and termination from the apprenticeship program. Employees in this classification will enter into a written agreement with JEA and the State of Florida, Department of Labor and Employment Security, Bureau of Apprenticeship.

PROBATION PERIOD: 1 year

SAFETY SENSITIVE: Yes

Reason: Operates Commercial Drivers License (CDL) classified vehicles, large trucks and/or construction equipment.

PHYSICAL REQUIREMENTS:

Sitting	Up to 8 hours per day	Lifting	Up to 5 hours per day
Walking	Up to 8 hours per day		Up to 50 max. pounds
Standing	Up to 8 hours per day	Pushing	Up to 5 hours per day
Bending	Up to 5 hours per day		Up to 50 max. pounds
Squatting	Up to 5 hours per day	Pulling	Up to 5 hours per day
Stooping	Up to 4 hours per day		Up to 50 max. pounds
Reaching	Up to 5 hours per day	Climbing	Up to 4 hours per day
Balancing	Up to 1 hours per day	Stairs	Up to 2 hours per day
Twisting	Up to 5 hours per day	Ladder	Up to 2 hours per day
Crawling	Up to 2 hours per day	Step-stool	Up to 2 hours per day
Kneeling	Up to 4 hours per day	Excessive heat	Up to 8 hours per day
Typing	Up to 4 hours per day	Excessive cold	Up to 8 hours per day
Data Entry	Up to 4 hours per day	Dust	Up to 8 hours per day
		Humidity	Up to 8 hours per day
		Loud Noise	Up to 8 hours per day
		Hands in Water	Will not generally apply

Unusual hearing or vision demands:	Ability to identify and differentiate colors and maintain vision correctable to 20/40; maintain normal field of vision and night vision; ability to hear within normal sound range; maintain good depth perception. Ability to distinguish people and objects while wearing safety glasses clouded by extreme hot and cold condition. Maintain good hand and eye coordination.
Other physical demands or notes:	Ability to pass a qualitative respirator fit test with ability to perform work while wearing a respirator without respiratory distress and work at heights and in confined spaces. Free of an irrational fear of noises; maintain good manual dexterity, normal sense of balance and smell and range of motion. Ability to climb and work from heights up to 40 feet. Ability to work in bucket trucks from heights up to 55 feet. JEA employees should not attempt to lift, pull or push a load in excess of 50 lbs. without assistance. Care should always be taken when lifting, pushing or pulling in an awkward position or out-door walking in non-paved areas.

This position requires that employees be in compliance with JEA procedure HUMR - Screening Personnel Risk Assessments (pre-hire for "FACTA" designation; pre-hire and recurring for "CIP" designations).

Approved: 9/17/2015 Apprentice Meter Tech
 Revised: 12/02/2015 (OCC changed); 12/1/2020 (removed TABE/Wiesen testing requirements)

Approved: 11/7/06 Meter Tech Trainee (replaced Apprentice Meter Tech)
 Revised: 4/27/12; 5/14/14

Approved: 6/16/2000 Apprentice Meter Tech
 Revised: 3/03/04; 3/8/04; 6/30/04; 6/8/25; 1/31/06