



# **Benton Rural Electric Association**

## **POSITION DESCRIPTION APPRENTICE METERMAN/LINEMAN**

### **I. OBJECTIVES:**

To develop and contribute to a safe working atmosphere that operates in a coordinated and organized manner, and to provide for the installation, maintenance, and testing of metering equipment, current transformers, oil circuit reclosers (OCR), regulators, and other power line equipment. To be familiar with plans and specifications as adopted by the Association and to be familiar with the rules and regulations of the National Electric Safety Code and the Washington State "Electrical Workers Safety Rules" (296-45 WAC).

The position of Apprentice Meterman/Lineman was created to help achieve the current mission of the Association, which is stated as follows:

Our mission at Benton Rural Electric Association, a member-owned and operated cooperative, is to provide affordable and reliable energy and other member-driven compatible services that enhance the quality of life for all of our members. Our mission will also provide a stable, competitive career-oriented work environment for all of the Association's employees. Our mission is being pursued through the highest ethical standards using progressive marketing in conjunction with sound financial and management principles.

Benton REA intends to accomplish this mission by assigning specific operational duties and responsibilities to be delegated to a competent, well-trained person whose knowledge of and ability in this position will contribute to the attainment of the current mission of the Association. This person must be adaptable, self-motivated, responsible, accountable, and energetic.

The specific objectives for this position and the responsibilities to be fulfilled to achieve these objectives include:

- A. Implementation of and Adherence to Safety Rules**
- B. Operational Duties**
- C. Installation, maintenance, and testing of power line equipment**
- D. Performing Other Functions When Qualified and Assigned**

## II. RELATIONSHIPS:

- A. Reports to: Meter Foreman  
System Engineer, Secondary  
Engineering Manager, Secondary (in the absence of the System Engineer)

Responsible for keeping the Meter Foreman, System Engineer, and the Engineering Manager (in the absence of the System Engineer) informed with regard to issues concerning work in progress and work completed. The Apprentice Meterman/Lineman will consult with the Meter Foreman, System Engineer, and the Engineering Manager (in the absence of the System Engineer) concerning problems which hinder efficient and effective completion of the duties and responsibilities relating to the Apprentice Meterman/Lineman.

- B. Coordinates and Cooperates with:

1. Internal:

- a. Meter Foreman: with respect to schedules of project completion, aspects of projects that affect the Engineering and Operations departments, and exchange of information.
- b. System Engineer: with respect to schedules of project completion, aspects of projects that affect the Engineering and Operations departments, and exchange of information, in the absence of the Meter Foreman, or as needed.
- c. Engineering Manager: in the absence of the System Engineer, or as needed.
- d. Staking Technician: with respect to providing technical assistance to the Staking Technicians with regard to meter installations and exchange of information.
- e. Billing Department: with respect to exchange of information which is necessary for maintaining the accuracy of Association records.
- f. Lead Warehouseman: cooperate with the warehouse personnel with respect to watching over the warehouse when the warehouse personnel are absent.
- g. Meter Readers - with respect to providing technical assistance to the Meter Readers with regard to checking and testing meter and current transformer installations.

- h. Line Superintendents or Operations Manager - with respect to coordinating with line crews in order to coordinate for the installation of metering, OCRs, regulators, and other line equipment, when the construction job is complete.
- i. Community Development & Member Relations Manager - with regard to providing technical expertise to the community Development & Member Relations Manager with respect to testing meters to answer electricity consumption questions.
- j. Other Employees: in order to develop and promote a team spirit and to provide quality assistance to all fellow employees with the intent of achieving the objective of the Association.

2. External:

- a. Members: with regard to answering questions, providing instructions and explanations with regard to metering installations, and providing technical expertise with regard to metering options. Provides technical expertise with respect to testing meters to answer the electricity consumption questions asked by the member. Resolves member service complaints referred to the metering personnel in the field involving member issues and concerns. Refers those complaints to the Meter Foreman, or to the System Engineer in the absence of the Meter Foreman, or to the Engineering Manager in the absence of the System Engineer, which will tie up equipment and delay the completion of necessary work, and then follows up to ensure the complaint has been resolved.
- b. General Public: maintains friendly, cooperative relationships with the general public in the performance of these duties.

III. RESPONSIBILITIES:

To fulfill the objectives of this position, the employee so designated shall perform all of the following duties and responsibilities: PLEASE NOTE: These duties become progressively more comprehensive as the incumbent progresses through the apprenticeship training program. The progress of the Apprentice Meterman/Lineman will be reviewed by the Apprenticeship Committee on an ongoing basis with respect to placement in the proper period of training.

A. Specific duties relating to Objective A: **Implementation of and Adherence to Safety Rules**

1. Promotes a safe work environment by:
  - a. Operating all vehicles and equipment in a safe manner within the regulations of federal, state, and local laws.
  - b. Observing safety rules and regulations adopted by the Association, and encouraging others to do the same.
  - c. Utilizing safety equipment needed to work safely on or near energized conductors and associated power line and/or electrical equipment.
  - d. Notifying the Meter Foreman of all metering personnel accidents or sickness by reporting these incidents to the Meter Foreman and by filling out the proper paper work. The System Engineer is to be notified in the absence of the Meter Foreman, and the Engineering Manager is to be notified in the absence of the System Engineer.
  - e. Assists with the De-energizing and grounding power lines and equipment to permit safe working conditions as directed.
  - f. Assisting in stimulating a high standard of morale among the employees of the Engineering Department by the creation and use of team spirit and enthusiasm through the Engineering Department, the Operations Department, the office personnel, supervision, and management.
  - g. Continually striving to find and promote new ideas for better and safer work methods.
  - h. Assisting in enforcing safety rules and regulations, including the wearing and using of protective equipment when necessary.
  - i. Maintaining familiarity with traffic laws and safe driving habits.
  - j. Maintaining a commercial driver's license (CDL).
  - k. Ensuring the inspection of tools and equipment is performed periodically.
2. Qualifying in first aid and pole top resuscitation by attending the required safety meetings designated by the Association.

3. Creates a safe working environment for employees by:
  - a. Assists the Engineering Department in making sure the proper methods and techniques of electrical equipment maintenance and testing are utilized.
  - b. Assisting, when requested, in planning and carrying out of jobs to ensure that work is performed in compliance with Association safety rules and best practices.
4. Performing other functions as needed and as qualified in order to accomplish the objective.

B. Specific duties relating to Objective B: **Operational Duties**

1. Assists with developing a system of completing routine maintenance on electrical equipment and substations by assisting with planning and scheduling a system of methodical field checks, and then by following up to ensure that any needed repairs are completed in a timely manner.
2. Performs inventory and maintenance of truck tools and equipment for peak performance and safety by making sure trucks are stocked and tools are in good condition.
3. Performs metering, OCR, Regulator, and other line equipment maintenance by utilizing skills and equipment in the most economic and safe manner.
4. Coordinates with the System Engineer, in the absence of the Meter Foreman, by:
  - a. periodically consulting with the System Engineer with regard to work plans and schedules so that the work may be done in an efficient and safe manner.
  - b. reporting the results of substation and equipment testing to the System Engineer as instructed and as necessary.
5. Initiates proper care and maintenance of all transportation equipment, tools, and other equipment by:
  - a. Being responsible for maintaining the best care and use of assigned vehicles and equipment.

- b. Making recommendations to the Meter Foreman as to the maintenance scheduling of transportation equipment and other equipment that is assigned to the metering division of the Engineering Department. Recommendations are to be made with the System Engineer in the absence of the Meter Foreman, and they are to be made with the Engineering Manager in the absence of the System Engineer. The Apprentice Meterman/Lineman is responsible for the care and proper use of all assigned trucks and equipment.
  - c. Performing periodic inspections of tools and equipment to assure proper safety and performance.
  - d. Exercising care and good judgment in the proper use of equipment and material.
- 6. Contributes to the efficient utilization of tools, equipment, and labor resources by:
  - a. Assisting in the planning and development of a scheduling and maintenance arrangement for tools and equipment for peak performance and safety.
  - b. Assisting in coordinating work schedules with the Meter Foreman for workers and equipment for the coming day's work.
- 7. Ensures that construction materials are properly cared for and properly recorded by:
  - a. Assisting in assuring that material charge outs and returns coordinate with requirements as determined from the staking sheet to assure availability when needed.
  - b. Performing charge outs and loading construction material needed for different activities.
- 8. Creates an atmosphere of cooperation between departments by performing all duties in a professional manner and on a timely basis and by providing quality services in the completion of all tasks.
- 9. Assists with the coordination of work scheduling for labor and equipment resources by using good judgment and planning to ensure that the work is done in an efficient and safe matter. The Apprentice Meterman/Lineman is to request additional assistance if it is needed for hazardous work.

10. Prepares timely and accurate records by being responsible for the completion of documentation with regard to meters, substations, OCR's, current transformers (CT), CT meters, and other power line equipment. This documentation is to include daily time sheets, mileage reports, and other records as required.
11. Performs other functions as needed in order to accomplish this objective.
12. Becomes eligible to test for the Journeyman Meterman/Lineman certification by completing approximately 4,000 hours of training in the various tasks listed in the chart attached to this job description. The Apprenticeship Committee shall determine when the individual has successfully completed the required hours needed within each type of task shown in the attached chart based upon evaluation and successful completion of applicable apprenticeship tests.

C. Specific duties relating to Objective C: **Installation, maintenance, and testing of power line equipment**

1. Assists to ensure that there is an adequate supply of tested meters in inventory, in the absence of the Meter Foreman, by:
  - a. Reviewing the type and number of meters in stock.
  - b. Submitting requests to purchase meters to the person responsible for purchasing functions.
  - c. Testing the meters and making them available for use before they are installed in the field.
2. Assists with the coordination of material needs with job requirements by reviewing the job site before beginning the job, or by receiving instructions from the System Engineer or a Staking Technician.
3. Assists to ensure that standards and specifications are adhered to.
4. Performs other emergency or operational duties as assigned and as qualified by coordinating with the Line Superintendent or with the Operations Manager.
5. Performs the duties of a dispatcher when requested, by performing switching procedures and by becoming familiar with the required dispatching procedures.
6. Verifies that material inventory is properly protected by observing or performing the requisitioning and loading of material for jobs as assigned and by ensuring that the material is handled with proper care.

7. Performs meter testing functions as assigned and as needed by placing the meters on a test board and by verifying that the meters are calibrated to the correct specifications. Also oversees and supervises the metering personnel with regard to this function.
8. Performs meter and CT field verification functions, and performs all CT installations, as assigned and as needed by:
  - a. Checking disk rotation time to verify that KW is being measured correctly.
  - b. Checking voltage and amperage to verify that KVA is being measured correctly.
  - c. Checking phase angle to verify that power factor is being measured correctly.
  - d. Checking the wiring and making sure that the measurements taken in steps one through three above all correlate.
  - e. Reviewing the status of the work in progress so that the CT meter and appropriate additional materials are properly installed after the home or facility electrical contractor completes the installation of the electrical facilities.
9. Assists with the performance of substation inspections and maintenance as assigned and as needed by inspecting the substations in accordance with a routine maintenance schedule, obtaining monthly substation meter readings, testing OCR's, changing out electronic three phase panels and OCR's as needed, and by notifying the Operations Department with regard to substation maintenance issues as necessary.
10. Assists with panel and OCR maintenance as assigned and as needed by checking and inspecting substations and three phase OCRs on a monthly basis, and by coordinating, as needed, with the contracting firm (or firms) that is performing panel and OCR maintenance.
11. Assists Operations Department crews with hanging OCRs and/or regulators by coordinating with the Line Superintendents or the Operations Manager as to work schedules and plans for OCR and regulator installation, and by being at the work site to aid and facilitate directly with the installation process.
12. Assists and coordinates with meter testing firms who have contracted to perform meter (or other equipment) testing by testing meters, verifying wiring, obtaining CT information, changing potential connections, and by providing assistance as needed.
13. Assists to ensure that power factors are within acceptable levels at the substations by



obtaining power factor readings during the monthly substation inspections and by reviewing these readings with the Metering Technician Leader (Meter Foreman) or with the System Engineer.

14. Assists with the reduction of line losses by performing the installation or removal of certain capacitors.
15. Cooperates on after-hours outages by taking standby as required and responding to after hours, weekend, and holiday trouble calls as assigned.
16. Assists with the implementation of the provisions described in General Policy No. 407.0 - Subject: Meter Policy by carrying out the stated provisions within the constraints of the budgeted funds and labor resources provided.
17. Performs other functions as needed in order to accomplish the objective.

D. Specific objectives relating to objective D: **Performs other functions when qualified and assigned**

1. Performs other such job related activities as qualified and assigned by the supervisor.
2. Investigates complaints received from members of the Association by coordinating with the Meter Foreman, or with the System Engineer in the absence of the Meter Foreman.
3. Assists in creating a high standard of morale among employees by encouraging team spirit and enthusiasm within and among the metering personnel and between the Engineering Department and the other departments.

IV. AUTHORITIES AND ACCOUNTABILITY:

The Apprentice Meterman/Lineman shall have full authority to carry out these duties and responsibilities in conformity with established policies and procedures. The Apprentice Meterman/Lineman shall comply with and carry out the policies and procedures adopted by the Association by exerting the best effort and ability possible.

This employee is encouraged to use initiative and judgment in making decisions, remembering that the Association's best interest can be affected by actions taken. Suggestions are invited for the improvement of operations and efficiency.

Approval of the Meter Foreman shall be secured in making decisions when policies are not clear and further explanation is needed. Approval of the System Engineer will be obtained in the absence of the Meter Foreman. Approval of the Engineering Manager will be obtained in the absence of the System Engineer.

Nothing contained above should be construed to be a guarantee of or assurance of employment. Employees are expected to meet the standards of work performance and to perform their jobs competently, to maintain satisfactory interpersonal relations with co-workers as well as supervisors, and to conduct themselves appropriately in the work place. Failure to meet these standards in the judgment of management, may result in discipline, including discharge. Disputes resulting from implementation of the position description are subject to the provisions described in the most recent version of the "Agreement Between Benton Rural Electric Association and Local Union No. 77 International Brotherhood of Electric Workers".

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Employee

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Supervisor

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
General Manager/Executive Vice President

MINIMUM JOB QUALIFICATIONS FOR THE APPRENTICE METERMAN/LINEMAN  
POSITION

**I. Required**

**A. Education Requirements**

1. High School graduate or equivalent (GED) with a minimum of three (3) years experience in electric utility construction and maintenance as a journeyman lineman required; qualified by successful completion of a recognized apprenticeship program and by written exam as a journeyman required.
2. Must hold an active/current journeyman lineman certificate recognized by IBEW 77, or be able to secure a journeyman lineman certificate recognized by IBEW 77 within 6 months of hire date.
3. Special instruction in First Aid - up to date card required.
4. Ability to read and comprehend drawing specifications required.
5. Must have, or be able to obtain in a reasonable amount of time as specified by the Association, and maintain, a valid Washington State Class A Commercial Driver's License. This item is required.
6. Must have, or be able to obtain in a reasonable amount of time as specified by the Association, and maintain, a valid Flagging Card. This item is required.

**B. Physical Requirements (Sufficient dexterity to perform the tasks as listed in the job description.)**

1. Physical Skills Level C (Considerable) - Considerable physical skill is required. Job requires coordinated physical activities, usually learned through formal and detailed training, combined with considerable practice. Speed, precision, and/or timing are important and difficult to achieve. Body movement sequences tend to be involved and somewhat diverse.
2. Physical Effort Level 4 (Heavy) - Job requires very heavy physical effort equivalent to continuous labor involving the use of heavy tools, materials and/or equipment. Job may be characterized by highly demanding, full body exertion and strenuous lifting, carrying, pushing, pulling, etc.
3. Talking in person and on mobile radio required.

4. Listening in person and on mobile radio required.
5. Adequate near, and far vision (such as for driving) required.
6. Adequate color Vision (such as for color coded wires) required.
7. Handling, fingering, working with hand tools. This item is required.
8. Adequate depth perception (such as for driving) required.
9. Crouching, stooping, reaching, twisting, turning, and balancing required while climbing and working on power poles. This item is required.
10. Lift, carry, pull, and push items in excess of 20 pounds. This item is required.
11. Some travel may be required. Will be asked to take trips out of the Benton REA service area in order to attend apprentice training classes and seminars. These trips may require driving a vehicle that is provided by the Association.
12. The ability to speak, read, write, and communicate the English language fluently required.
13. The ability to operate a motor vehicle with a manual transmission is required.
14. Ability to perform pole top rescue required.

## II. Preferred

- A. Previous experience with a REA financed electrical distribution cooperative is preferred.
- B. The ability to speak, read, write, and communicate the Spanish language fluently preferred.
- C. Previous experience with meter testing preferred.

### III. **Work Environment**

- A. Work Demand Level B (Average) - Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis.
  
- B. Working Conditions Level 4 (Life-Threatening) - Extensive and continuous exposure to hazardous and dangerous work conditions and situations will require strict adherence to established safety procedures and OSHA regulations. High Likelihood of serious injury or illness if proper safety precautions are not taken. Highly undesirable assignments.