

POSITION DESCRIPTION

FIRST CLASS APPARATUS MAINTENANCE MAN

Pay Grade: 6
Evaluation Points: 610
Department: Line
Date: July 1, 1964

I. OBJECTIVE:

To Maintain, service and test all oil circuit breakers, transformers, meters and other equipment as assigned, which is installed or removed from Cooperative's Lines. To inspect and supervise the installation of all transformer rated metering equipment to insure loads are properly metered.

II. REPORTING RELATIONSHIPS

- A. Reports to O. & M. Superintendent
- B. Supervises: Apprentice Apparatus Maintenance Man as directed.

III. RESPONSIBILITIES AND AUTHORITIES

- A. Determines that all new single phase and three phase meters are operating properly and accurately before they are installed.
- B. For cleaning, repairing, adjusting and testing all meters which are returned to office after a period of service.
- C. Supervising the installation of all transformer rated metering equipment to determine that loads are properly metered and to inspect and check accuracy of existing metering installations of this type.
- D. To plan, design and recommend to supervisor, proper metering equipment for loads as requested.
- E. Keeps informed on new meters, metering methods, and cost of metering equipment in order to recommend the most economical and satisfactory metering devices.
- F. Test, repair, and service oil circuit breakers and transformers in accordance with the Cooperative's established policy.
- G. Sees that adequate supply of repair parts are on hand for meters, transformers and oil circuit breakers and advises his supervisor when additional parts should be ordered.
- H. Maintains card files, on an accurate and current basis, for all meters, transformers and oil circuit breakers in accordance with Cooperative's established procedure.

- I. Prepares monthly inventory report for meters, transformers and oil circuit breakers in accordance with established procedure.
- J. Conducts demonstrations and lectures on meters, transformers and oil circuit breakers as directed by supervisor.
- K. Prepares list of meters each month that are to be removed for cleaning and adjusting during the month.
- L. Knows, understands and personally performs all duties in accordance with applicable safety rules, regulations and practices, as well as for effecting adherence to such standards on the part of any and all men assigned to his supervision.
- M. Periodically checks oil in Substation Transformers and Regulators to determine when equipment needs to be serviced.
- N. Responsible for proper use and care of all equipment and tools, as well as for accurate accountability for all materials in connection with assigned work.
- O. Effects proper and only authorized use of any and all automotive and other equipment and tools assigned to and/or used by him.
- P. Handles assignments and conducts himself in such a manner as to contribute to an increasingly better understanding by, and harmonious relations with the members and public in general.
- Q. Maintains and properly uses welding equipment.
- R. Performs minor repairs on automotive and other equipment as directed.
- S. Performs such other related duties as it may, from time to time, be necessary to assign him.

IV. RELATIONSHIPS

A. Internal

- 1. O. & M. Superintendent: To receive assignments, review activities and obtain information, guidance and approvals in connection with his responsibilities.
- 2. Apprentice Apparatus Maintenance Man: To instruct and supervise.
- 3. Material and Work Order Clerk: To cooperate with on handling, and inventory of special equipment items and other materials.

B. Members and General Public: To maintain courteous and cooperative relations.

V. JOB REQUIREMENTS

- A. Male, 21 to 40 years of age.
- B. Must have minimum of High School education plus 3 years of work experience in maintenance of meters, transformers and oil circuit breakers.
- C. Must know basic electrical principles and math as applied to watt-hour meters.
- D. Must know how to figure metering requirements for large load and be capable of installing the equipment.
- E. Must know how to figure meter multipliers and constants, register and gear ratios.
- F. Must know how to weld and use paint spraying equipment.
- G. Must be able to drive automotive equipment and have current driver's license.
- H. Must be physically able to perform reasonable strenuous tasks such as lifting, carrying, holding, etc. and in this connection must submit to and successfully pass physical examination when requested.
- I. Must be willing to accept duty call at any time of day or night.
- J. Must have a thorough knowledge of all applicable safety rules and regulations.