



APPARATUS TECHNICIAN

I. POSITION SUMMARY:

The Apparatus Technician will serve the members and support the goals of Jefferson Energy Cooperative (JEC) by effectively and efficiently maintaining and repairing all substation and down-line apparatus equipment and residential, commercial, and industrial metering systems in a manner to provide optimum service to JEC members.

II. REPORTING RELATIONSHIPS:

- A. Reports to: Apparatus Supervisor
- B. Directs: None.

III. MAJOR RESPONSIBILITIES/ ESSENTIAL FUNCTIONS OF POSITION:

- A. Support the technical needs of other departments with their projects and operations.
- B. Program, test, repair, maintain, troubleshoot, and monitor substation, down-line apparatus equipment and controls.
- C. Set up, test, and troubleshoot internal substation and device to device communications.
- D. Gather data on substation and apparatus equipment, records information, reviews monthly and quarterly reports, and reports deficiencies to the appropriate personnel.
- E. Coordinate the repair, testing, storage and disposal of used oil and damaged equipment.
- F. Coordinate work with other departments to accomplish the installation, testing, and troubleshooting of substation and down-line apparatus equipment.
- G. Check and monitor power quality.
- H. Advises supervisor of equipment needs for capital budget items.
- I. Install, remove, test, and repair Commercial, Industrial and Residential metering equipment.
- J. Maintain and troubleshoot meters.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER



- K. Install and program electronic metering devices.
- L. Monitor automated metering infrastructure (AMI) meter communication systems as well as maintain physical inventory and the meter database in the computer system.
- M. Install and maintain revenue metering current transformers and potential transformers on larger accounts.
- N. Investigate member meter complaints, install test equipment on suspect meters.
- O. Test residential and commercial and industrial member meters.
- P. Annual test of JEC meter testing equipment in order to maintain meter standards.
- Q. Maintain database of suspect meters tested.
- R. Maintain database of meter tests.
- S. Coordinate work with other departments to accomplish needed meter installation, testing, and troubleshooting.
- T. Assists in coordinating the purchasing of equipment and parts dealing with major metering equipment.
- U. Assists in developing forms, records and reports for system maintenance and improvements concerning metering equipment.
- V. Collaborates with System Engineering Supervisor on technical issues and questions.
- W. Maintain assigned tools, equipment and vehicles and advises supervisor of any needs for repair or replacement.
- X. Works cooperatively with other JEC employees to promote the “team” concept at all times.
- Y. Make himself/herself available for any work that may be required at times other than normal working hours.
- Z. Takes part in JEC’s “on-call” system.
- AA. Performs the duties of this position in a manner which is in accordance with established policies, practices, and procedures so as to make a maximum contribution to the objectives of JEC.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER



- BB. Attends job training and safety meetings.
- CC. Develops, coordinates, and instructs apparatus equipment training for other JEC employees.
- DD. Performs monthly generator inspections and reports deficiencies to the Fleet Supervisor.
- EE. Apparatus Technicians may be required to be the “person in charge” in the absence of the Apparatus Engineering Supervisor.

NOTE: The above are major responsibilities/ essential functions of this position. They are not intended to cover each aspect of the position as the scope, duties, and functions of a given position may change or be temporarily altered based on the business needs of JEC. The basic requirement of every position is to perform all tasks as assigned by the supervisor.

IV. EXTERNAL RELATIONSHIPS:

- A. GTC/GSOC/GPC: Substation reports, transmission line and substation maintenance coordination.
- B. Other utility companies: Exchange technical information.
- C. Members and general public.
- D. Vendors/Sales Engineers: Order parts and exchange information.



POSITION SPECIFICATIONS APPARATUS TECHNICIAN

Job Knowledge, Training and Experience:

Required:

Position requires an Associate's or two-year technical degree in a related field; however, experience may be considered in lieu of educational requirements.
Valid GDOT Medical Card (must be obtained within six months after employment).

Preferred:

Experience in apparatus related field; previous work experience at a cooperative; Class A Commercial Driver's License; ITS and Distribution Switching certifications.

Experience with and basic understanding of JEC's metering and apparatus systems.

Abilities and Skills:

Required:

Must have excellent communication skills.
Must be able to interact with members, general public, and other persons and organizations in a friendly, courteous, and helpful manner. Must be able to produce accurate and detailed documentation.
Must be able to meet deadlines under pressure.
Must have the ability to learn and utilize design, planning, and organizational procedures.
Must have high proficiency with computer skills including the ability to use database, spreadsheet, and word processing programs.

Preferred:

Possess a high level of logical reasoning skills.

Physical Effort and Working Conditions:

Occasionally lift up to 70 lbs. Frequently required to walk, stand, lift, bend, stoop, and climb. Due to equipment weight limits, the technician must weigh 315 lbs. or less.

Under normal working conditions this is an outdoor position 70% of the time and an indoor position 30% of the time. Some overtime may be required during planned and unplanned substation outages, storm trouble and on-call duty.

Jefferson Energy Cooperative is a drug free workplace. After an offer of employment has been made, a pre-employment alcohol and drug screen is required.



External Apparatus Technician Progression

Apprentice Apparatus Technician

- Entry level.
- High school diploma or equivalent.

Apparatus Technician I

- Entry into Apparatus Technician I requires an associate's or two-year technical degree.
- Distribution substation, advanced metering infrastructure (AMI) systems, Potential transformer (PT) & current transformer (CT) metering systems, or distribution construction experience may be considered in lieu of education requirements.

Apparatus Technician II

- Entry into the Apparatus Technician II position requires a minimum of 3 years of installation & maintenance experience in the following areas:
 - Electric distribution substation equipment
 - Electric distribution electronic reclosers
 - Electric distribution recloser and regulator relays
 - AMI systems
 - PT & CT metering systems
- In addition to the preceding areas, the following competencies are required:
 - Basic electrical theory
 - Reading and interpreting one-line diagrams
 - Electric meter testing
 - The safe operation of distribution line equipment
 - The safe operation of electric distribution substation equipment
 - The safe execution of electric substation switching orders
- Entry into the Apparatus Technician II position prefers the following certifications:
 - Northwest Lineman College's Substation Modules 1 & 2, or similar certification
 - Northwest Lineman College's Metering Modules 1 & 2, or similar certification
 - GEMC's Integrated Transmission System Switching Certification, or similar certification
 - GEMC's Distribution Switching Certification, or similar certification

Apparatus Technician III

- Entry into the Apparatus Technician III position requires a minimum of 5 years of installation, maintenance, diagnostic, and repair experience in the following areas:
 - Electric distribution substation equipment
 - Electric distribution electronic reclosers
 - Electric distribution recloser and regulator relays
 - Radio based AMI systems
 - PT & CT metering systems



- In addition to the preceding areas, the following competencies are required:
 - Basic electrical theory
 - Reading and interpreting one-line diagrams
 - Electric meter testing
 - Programming AMI hardware
 - Creating safe substation switching orders
 - The safe operation of distribution line equipment
 - The safe operation of electric distribution substation equipment
 - The safe execution of electric substation switching orders
- Entry into the Apparatus Technician III position prefers the following certifications:
 - Northwest Lineman College's Substation Modules 1, 2 & 3, or similar certification
 - Northwest Lineman College's Metering Modules 1, 2, & 3, or similar certification
 - GEMC's Integrated Transmission System Switching Certification, or similar certification
 - GEMC's Distribution Switching Certification, or similar certification