

JOURNEYMAN SERVICEMAN

CITY OF CHANUTE

ELECTRIC METER DEPT

POSITION DESCRIPTION

Coordinates, plans and participates in the installation and maintenance of electric metering systems. Works under the general supervision of the Electric Distribution Superintendent and the Meter Department Foreman.

EMPLOYEE VALUES

All employees of the City of Chanute are expected to uphold and exhibit the City's shared employee's values of Knowledge, Respect, Integrity, and most importantly their Safety.

MINIMUM QUALIFICATIONS

Any combination of training, education and experience equivalent to graduation of High School or GED. Knowledge with the installation, maintenance and repair of residential, Commercial and Demand electric meters. Must possess a valid CDL-Class B driver's license. Must have a valid Journeyman Electrician License through the State of Kansas. Must have 3-5 years of on-the-job training.

MENTAL

Reads and interprets construction plans and electrical schematics. Prioritizes own work assignments. Comprehends and makes inferences from written material. Analyzes voltage recordings, charts, and electric trouble reports to make recommendations on replacing or upgrading transformers, services, or related equipment. Determine the equipment tools, materials and manpower needed to complete assigned projects. Learn job-related material through on-the-job training and in classroom settings.

ESSENTIAL DUTIES

- Responsible for the maintenance and proper use of all vehicles, equipment and tools which are assigned.
- Responsible to submit reports of accountability to the Superintendent regarding jobs performed and all materials issued.
- Will complete all work in a prompt, safe, economical, workmanlike manner.
- Responsible for safety on each job, knowledge of state and federal laws and safe work practices.
- Makes contact with customers before AND after doing work that may impact their services.
- Must participate in Tail-gate meetings at the start of EVERY job and to clearly communicate the dangers each job presents.
- Insures timely completion of jobs with a MAXIMUM emphasis on SAFETY.
- Regularly works above ground on poles using climbers and safety belt or operating a boom truck. Uses a variety of underground locating and fault finding equipment.
- Will be working above, on, or in close proximity to energized lines. Must select and use a variety of "hot line" tools and make use of rubber gloves, line hoses, mechanical jumpers, fiber guards, blankets and other protective devices as specified.
- Install underground residential and commercial secondary wiring by using a variety of hand tools, equipment and power tools.
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- Installs and removes transformers, including primary and secondary current transformers and self-contained meters; cut-outs, disconnecting switches, circuit breakers and other overhead line and U.R.D. devices.
- Performs line switching or sectionalizing as directed. Performs emergency repairs, phases and connects circuits under load; performs load checks and balances feeders as required.
- Inspects lines, poles and equipment for signs of damage or wear and reports problems.
- Must be able to troubleshoot electrical problems on company and customer equipment on overhead and underground secondary lines and to restore power in a safe and timely manner.
- Other duties as assigned.
- The duties listed above are intended only as general guidelines of the various types of work that may be performed. Job descriptions are subject to change by the city as the needs of the City and requirements of the job change.

POSITION REQUIREMENTS

- Thorough knowledge of and skill in applying the methods, tools and equipment used in electrical system maintenance and construction.
- Thorough knowledge of the structural features of the city's electrical systems and related equipment, including City owned buildings and facilities.
- Good physical condition is required.
- A willingness and ability to work with the other City employees and serve on various committees. Will work with the Power Plant, Line Distribution Department and Engineering personnel as required by the Superintendent and Utilities Director.
- A thorough knowledge and understanding of all applicable safety rules, regulations and practices is required.
- Ensures adherence to all safety rules of the trade including American Public Power Association (APPA), OSHA, National Electric Code and National Electric Safety Code Guidelines in all phases of construction and maintenance of electric work.
- Must have knowledge of the methods, materials and equipment used in the electric trade; Electrical theory, A/C and D/C Theory, Underground and Overhead Distribution, Bucket/Pole top Rescue.
- Required to understand and follow verbal and written instructions; and establish and maintain effective working relationships with management, co-workers, other City Employees and the general public.
- Required to have thorough knowledge and complete understanding of Three Phase Delta and Three Phase Wye Transformer banks and metering and how to properly wire and fuse each bank respectively.

Rev. 07/09/25

FLSA:	Non-Exempt
ADA:	Non-Exempt
FMLA:	Eligible
OSHA:	
SAFETY SENSITIVE	
WORKING CONDITIONS: Exposure to climatic temperatures and conditions	

**PHYSICAL REQUIREMENTS
JOURNEYMAN SERVICEMAN**

CITY OF CHANUTE

ELECTRIC METER DEPARTMENT

*In terms of an 8 hour workday, "Seldom" equals 1% or less; "Occasionally" equals 2-33%; "Frequently" equals 34-66%; and "Continuously" equals 67-100%.

1. In an 8 hour workday, employee must: (Check full capacity for each activity)
 - a. Sit -No. of Hours.1(); 2(x); 3(); 4(); 5(); 6(); 7(); 8()
 - b. Stand -No. of Hours.1(); 2(x); 3(); 4(); 5(); 6(); 7(); 8()
 - c. Walk -No. of Hours.1(); 2(); 3(); 4(x); 5(); 6(); 7(); 8()

2. Employee's job requires

	Seldom	Occasionally	Frequently	Continuously
a. Bend/Stoop	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
b. Squat	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
c. Crawl	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
d. Climb (Height <u> </u>)	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
e. Reach above shoulder	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
f. Crouch	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
g. Kneel	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
h. Balance	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
i. Push/Pull	<u> </u>	<u> </u>	<u> X </u>	<u> </u>

3. Employee's job requires carry/lift

	Seldom	Occasionally	Frequently	Continuously
a. Up to 10 lbs	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
b. 11--24 lbs	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
c. 25--50 lbs	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
d. 51--74 lbs	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
e. 75--100 lbs	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
f. Over 100 lbs	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

4. Job requires employee to use feet for repetitive movements:

	Yes	No
a. Right	<u> X </u>	<u> </u>
b. Left	<u> X </u>	<u> </u>
c. Both	<u> X </u>	<u> </u>

5. Job requires employees to use hands for repetitive movements such as:

	Simple Grasping	Firm Grasping	Fine Manipulation
a. Right	Yes <u> X </u> No <u> </u>	Yes <u> X </u> No <u> </u>	Yes <u> X </u> No <u> </u>
b. Left	Yes <u> X </u> No <u> </u>	Yes <u> X </u> No <u> </u>	Yes <u> X </u> No <u> </u>

6. Employee's job requires:

	Yes	No
a. Working on unprotected heights	<u> X </u>	<u> </u>
b. Being around moving machinery	<u> X </u>	<u> </u>
c. Exposure to marked changes in temperature and humidity	<u> X </u>	<u> </u>
d. Driving (vehicular/construction) equipment	<u> X </u>	<u> </u>
e. Exposure to dust, fumes and gases	<u> X </u>	<u> </u>

7. Other requirements/comments: