

## **METERING AND SERVICE TECHNICIAN I**

Talquin Electric Cooperative, Inc. is seeking candidates for the position of Metering and Service Technician I. This position is located in Tallahassee, Florida. The requirements for the position are as follows:

Requires a high school diploma or its equivalent. Education must be sufficient to enable individual to satisfactorily understand and carry out job responsibilities in an efficient, effective, acceptable and safe manner. Must have detailed knowledge of electrical wiring and electronics. Must have basic knowledge of single-phase and three-phase wiring and metering. Must have basic knowledge of the Cooperative's billing system. The applicant must be capable of meeting and effectively communicating with the public in all settings. Must be able to accurately complete necessary forms and reports in a neat and legible manner. Must have a detailed knowledge of the National Electrical Safety Code and the National Electrical Code. Must have the ability to learn C.T. instrument-rated wiring applications. Must have detailed knowledge of applicable county electrical codes. Must have detailed knowledge of heating/air conditioning systems, water heating systems and related wiring. Must have thorough knowledge of system feed. Must be familiar with transformer and tap fusing. A valid Journeyman Electrician License preferred. Requires a valid driver's license.

Must be able to pass Cooperative physical examination as well as pre-employment drug screen and background check. Must live at a primary residence located within a 30 minute drive, as determined solely by management, of any Talquin Electric office facility.

### **RESPONSIBILITIES:**

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Accurately read and record meter information for electric and water meters.
- C. Assist in handling voltage complaints that may involve any metering installation.
- D. Attend and participate in safety and training classes.
- E. Assign, print, route & complete service orders through Cooperative's Work Management system and maintain records in accordance with work completed and/or to be scheduled.
- F. Follow up on warranties and recalls of equipment used in the department as needed.
- G. Test, record results, and perform minor repairs on single-phase and 3 phase self-contained (Form 16S) meters.
- H. Read Member opt-out meters annually.
- I. Be familiar with and comply with the National Electric Safety Code.
- J. Inspect, connect and/or exchange single-phase services to include any installation of metering equipment.
- K. Recognize unsafe conditions where a service should not be connected even though it was previously inspected by others and take appropriate action.
- L. Perform field tests, make inspections and correct the service and voltage problems of Members as necessary.

- M. Perform collection activities on delinquent accounts in accordance with applicable procedures.
- N. Report Member inquiries and complaints to appropriate personnel for proper handling.
- O. Perform requested disconnections of service for Member service work and tap up services as needed.
- P. Be familiar with the rate classes and rate schedules.
- Q. Maintain service vehicle in a neat and orderly manner and safeguard Cooperative furnished tools and test equipment while in their possession.
- R. Assist in the restoration of line outage problems as required.
- S. Respond to Member complaints relating to the AMI programs. Correct problems through troubleshooting, minor repairs, etc.
- T. Install and exchange water meters up to and including 1" in service laterals where appropriate connection devices are in place.
- U. Troubleshoot and program water meters.
- V. Check for and repair leaks at water installations. Raise or replace water meter boxes and lids as needed.
- W. Perform other duties as assigned.

Talquin offers an excellent benefits package and a compensation structure commensurate with qualifications and representative of the market. To apply, please submit your resume to:

Erol Whaley, Aerotek  
[ewhaley@aerotek.com](mailto:ewhaley@aerotek.com)  
904-557-3164

*An Equal Opportunity Employer  
All replies are confidential.*

TALQUIN ELECTRIC COOPERATIVE, INC.  
Quincy, Florida

POSITION DESCRIPTION

METERING AND SERVICE TECHNICIAN I

I. MANDATORY REQUIREMENTS & QUALIFICATIONS:

Requires a high school diploma or its equivalent. Education must be sufficient to enable individual to satisfactorily understand and carry out job responsibilities in an efficient, effective, acceptable and safe manner. Must have detailed knowledge of electrical wiring and electronics. Must have basic knowledge of single-phase and three-phase wiring and metering. Must have basic knowledge of the Cooperative's billing system. The applicant must be capable of meeting and effectively communicating with the public in all settings. Must be able to accurately complete necessary forms and reports in a neat and legible manner. Must have a detailed knowledge of the National Electrical Safety Code and the National Electrical Code. Must have the ability to learn C.T. instrument-rated wiring applications. Must have detailed knowledge of applicable county electrical codes. Must have detailed knowledge of heating/air conditioning systems, water heating systems and related wiring. Must have thorough knowledge of system feed. Must be familiar with transformer and tap fusing. A valid Journeyman Electrician License preferred. Requires a valid driver's license.

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II. PHYSICAL REQUIREMENTS:

Either with or without reasonable accommodation, must be able to sit, stand, stoop, kneel, use hands and fingers to operate equipment. Must be able to climb ladders and work from heights. Must be able to walk extended distances. Must be able to bend and squat repeatedly during the course of a normal work day. Must be able to lift and pull heavy wire. Must be able to lift ladders, tools, etc. and place in proper storage compartments, many of which are overhead. Must be able to lift and move materials and supplies up to 50 pounds. Must be able to perform duties in all types of weather. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

III. OBJECTIVES:

To meet performance standards for the Metering and Service Technician I position.

IV. RESPONSIBILITIES:

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- D. Attend and participate in safety and training classes.
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- U. Troubleshoot and program water meters.
- V. Check for and repair leaks at water installations. Raise or replace water meter boxes and lids as needed.
- W. Perform other duties as assigned.

V. RELATIONSHIPS:

A. Reports to: Area Office Manager

B. Directs: None

C. Coordinates or cooperates with:

1. Internal:

a. Area Office Manager: Working relationship with the Area Office Manager must be maintained in a satisfactory manner.

b. Cooperative Personnel: Maintain effective working relationships with other employees.

2. External:

a. Contractors: Coordinate with contractors as required.

b. General Public: Deal with the Members and other organizations in a manner that enhances the goodwill of the Cooperative.

VI. AUTHORITY AND ACCOUNTABILITY:

A. The Metering and Service Technician I is responsible to the Area Office Manager or their designee to perform the responsibilities within the scope of this position.

B. The Metering and Service Technician I is accountable to the Area Office Manager or their designee for the efficient performance of these duties.

- C. The Metering and Service Technician I shall secure approval of the Area Office Manager or their designee in making decisions when policies are unclear, inadequate or require interpretation.