



Proposed Revisions to On-the-Job Learning for Metering Technician

V6. 03-04-16

Approved | To Be Reviewed

TERM OF APPRENTICESHIP: The term of apprenticeship shall be Time-based, which has been established to be 3 years of 6,240 hours. Hours of labor shall be the same as established for other skilled employees in the trade.

PROBATIONARY PERIOD: The probationary period shall be the first 6 months of employment, but in no case shall it exceed twelve calendar months. During the probationary period, this contract may be cancelled by the apprentice or the sponsor upon written notice to the Department, without adverse impact on the sponsor.

SCHOOL ATTENDANCE: The apprentice shall attend the Wisconsin Technical College System or other approved training provider, as assigned, for paid related instruction four hours per week or the equivalent and satisfactorily complete the prescribed course material for a minimum of 480 hours, unless otherwise approved by the Department. The employer must pay the apprentice for attended related instruction hours at the same rate per hour as for services performed.

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and thereby qualify as a skilled worker in the trade, the apprentice shall have experience and training in the following areas. This instruction and experience shall include the following operations but not necessarily in the sequence given. Time spent on specific operations need not be continuous.

<u>Work Process Description</u>	<u>Approximate Hours</u> (Min - Max)
<p>Assure a safe work environment.</p> <ul style="list-style-type: none"> A. Adhere to federal and employer safety standards. B. Identify potential hazards. C. Wear required personal protective equipment. D. Establish a safe work site. E. Maintain a clean and organized work environment. 	500
<p>Maintain test equipment.</p> <ul style="list-style-type: none"> A. Visually inspect test equipment. B. Check calibration per Public Service Commission and employer procedures. C. Repair or replace test equipment, as needed, per employer procedures. D. Complete appropriate documentation. 	200
<p>Perform meter testing.</p> <ul style="list-style-type: none"> A. Set up the test equipment. B. Inspect the meter. C. Verify the meter is programmed appropriately for the service. D. Perform the required tests. E. Calibrate mechanical meters. F. Record and retain the test results. 	500



Proposed Revisions to On-the-Job Learning for Metering Technician

Install electrical metering equipment.	600
A. Review work order or task.	
B. Verify service entrance meets utility requirements.	
C. Install CT/VTs and associated wiring.	
D. Calculate meter multiplier.	
E. Configure and update the meter or metering equipment.	
F. Install appropriate electrical meter.	
G. Schedule metering verification.	
H. Complete appropriate documentation.	
Verify metering systems.	1200
A. Verify meter equipment security.	
B. Verify meter application.	
C. Verify wiring.	
D. Verify metering system measurements.	
E. Verify meter multiplier against billing multiplier.	
F. Complete appropriate documentation.	
Identify and resolve field problems.	1200
A. Investigate consumption anomalies.	
B. Identify power quality problems.	
C. Identify metering communication problems.	
Perform administrative functions.	900
A. Maintain inventory supplies.	
B. Process meter records.	
C. Communicate professionally with other departments.	
D. Communicate professionally with customers and contractors.	
E. Schedule work activities.	
Local Optional Work Processes	560
A. Install substation metering equipment.	
B. Maintain substation metering equipment.	
C. Other duties as assigned.	
TOTAL	6240

SPECIAL PROVISIONS:

The apprentice will complete standard First Aid and CPR/CRR courses during the first year of the apprenticeship and maintain such certification throughout the apprenticeship.

The apprentice in his/her final year must successfully complete the Transition to Trainer course.