

INSTRUMENT REPAIRMAN-A

A. Duties:

Under general supervision and occasionally under directive supervision in Gas Division, makes inspections, tests, adjustments, checks, calibrations, and repairs on all recording and non-recording instruments and gauges, test instruments and associated equipment, and miscellaneous material and devices; and does other related work; performing duties such as:

1. Operating, using and maintaining all shop equipment, such as: dead weight testers, manometers, test gauges, recording and non-recording electrical testing devices for recording and non-recording instruments;
2. Testing and calibrating all portable test equipment used by Gas Division in the field;
3. Installing, adjusting, maintaining and repairing all recording and non-recording instruments used on all types of gas meters;
4. Installing, adjusting, testing, calibrating, maintaining and repairing all instruments and equipment used in orifice metering;
5. Maintaining instrument shop records of equipment, material and supplies; maintaining working stock of repair parts and operating supplies;
6. Preparing orders for set-changes and preventive maintenance of all recording and non-recording instruments;
7. Issuing and recovering portable testing equipment, such as: recording pressure and temperature gauges, manometers, indicating pressure and temperature gauges, leak detectors, regulator test equipment, coding detectors and odorizing detectors and other devices;
8. Making special tests, as directed;
9. Making calculations, filling out standard forms and preparing reports and sketches, as required;
10. Instructing and training other employees in their work; and
11. Performing other similar or less skilled work.

B. Qualifications:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; must have all the qualifications of Instrument Repairman-B and, in addition:

1. Must have had at least two years of experience as such, or the equivalent; must have passed examination for entrance into grade of Instrument Repairman-A;

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B. Qualifications: (Cont'd)

2. Must be a high school graduate and must have had an additional education equivalent to two years of electrical or mechanical engineering work in a recognized college, or by correspondence, Company courses, or the equivalent;
3. Must have demonstrated the ability to assume and complete technical assignments applicable to this job;
4. Must have a thorough working knowledge of gas meters, instruments, test equipment and shop testing equipment;
5. Must have acquired a thorough knowledge of the principles of Gas Meter Shop practices and standards involving the complete repair and assembly of all types and sizes of meters;
6. Must have demonstrated, in the shop and in the field, resourcefulness and dependability in coping with repair and maintenance work of the most complex and difficult kinds;
7. Should possess the temperament suited to jobs where manual dexterity, precision and patience are particularly essential; and
8. Must be especially neat and accurate in his work.

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